New York State Education Department

2021-2022RenewalSite Visit Reportor BoRAuthorized Charter Schools under the 2019 Charter School Performance Framework

Mott Hall Charter School

RenewalSiteVisit Dates: October 1920, 2021

Date of Report:May 18, 2022

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and grades to be served by the school, additional requirements, or specific corrective action.	student	performanc	e metrics,	heightened	reporting

BENCHMARK ANALYSIS

The 2019 Performance Framework hich is part of the Oversight Plan included in the Charter Agreemen for each school outlines 10 Performance Framework Lenchmarks in three key areas of charter school performance:

- x Educational Success
- x Organizational Soundness
- x Faithfulness to Charter and Law

Observational findings from the review of the renewal application, supporting data, and the site visit will be presented in alignment with the 2019erformance Frameworkenchmaks and Indicators according to the rating scale below. A brief summary of the school's strengths will precede the benchmark analysis. Each benchmark will be ratealnd the report narrative will

New York State Education Department 2019 Chatter School Performance Framewofkating³

2019Performance Benchmark	Level

<u>Element</u> Indicators

learners/multi-lingual learners; and economically disadvantaged stude c. The school has systems toomitor the progress of individual students and to facilitate communication between interventionists and classroom teach regarding the needs of individual students.

Academic Progranfor Middle School

- x MS:
 - o The school's renewal application states that

address any deficiencies and increase student performaboreing the board focus group, the board membersmentioned that the school had been utilizing disaggregated data on its ELLs to make decisions about its ELL programmion the 2021 CSO eacher Survey percent of teachers who responded somewhat or strongly agreed that the school uses qualitative and quantitative data to evaluate the quality and effectiveness of the academic program. MHCS self reported data on its local assessments of iReady and Reading Inventory for the COZO cochool year. Notably, the school reported that in iReady ELA, 47 percent of all students met projected growth targets and 31 percent of all students met stretch growth targets. The school also shared the disaggregated data for its ENL subgroup population for add students, 56 percent met projected growth targets and 33 percent met stretch growth targets, and for attached students, 57 percent met projected growth targets and 43 percent met stretch growth targets. The school's Reading Inventory data include for percent of total student population and 83 percent of the SWD subgroup demonstrated growth in reading Lexile scores.

x Indicator d: The school selfeports in its renewal application that IHCS it conducts mock state exams, along with its progress monitoring interim assessments sess student progress ward State learning standard in the 2021 CSO eacher Surve Appearent of teachers who responded somewhat or strongly agreed that eschool uses multiple measures to assess student progress toward state learning standards

4. Element:Supports for Diverse Learners

- x Indicator a:According to the renewal application, the school reports that it works collaboratively with families and the Committee on Special Education (CSE) to develop a studdividual Education Plan (IEP). According to the renewal application, the school reports that it employs the Home Language Questionnaire (HLQ), student interviews, and NYSITELL to identify its ELLs. On the 2021 CSO eacher Surve 2 percent of teachers somewhat or strongly agreed that school follows the NYSED approved identification process for SWDs aper 6 nt of teachers who responded somewhat or strongly agreed that e school follows them for ELLs.
- x Indicator b: MHCSreported in the renewal application that it supportsWDs through ICand SETS nodes, employing two special education teachers per grade level, one for ELA and one for math, and a special education teacher support service (SETSS) protheeschool ensures students receiven and attended speech services cupational and physical therapy, and other related selele 717c tle 1004 Tc -0.015 Tw 1.0657 -1.2 Tcovhder

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180, a researchbased program, and Lexile scores for its literacy interventions and the school's schedule of an A day and B day to alternate large group lessons with stations and independent practice with online adaptive tools that supports the data gatheriong determining targeted interventions and groupings. On the 21 CSC eacher Survey 6 percent of teachers who responded somewhat or strongly agreed that eschool has systems to monitor the progress of individual students and to facilitate ommunication between interventionists and classroom teachers regarding the needs of individual students.

Benchmark 3: Culture, Climatand Studentand Family Engagement

Theschoolhassystems in placeto support students' social and emotional health and to provide for a positive, safe and respectfullearning environment that prepares all students for college and care amilies community members and schoolstaff work together to share in the responsibility for student academic progress and social emotional growth and well-being. Families and students are satisfied with the school's academic and the overall leadership and management of the school.

Finding: Meets	
Element	Indicators

 Measures of Culture, Climate, and Student Engagement <u>Element</u> <u>Indicators</u>

- a school's stance toward in and out of school suspensions, and is implem throughout the school by all school staff with fidelity.
- b. The school uses a tiered approach to behavioral interventions that support student socialemotional development.
- c. The school appears safed all school constituents are able to articulate how the school community maintains a safe environment.
- d. The school has systems in place to ensure that the environment is free from bullying, harassment, and discrimination in accordance with the it is free from Students Act (DASA). The school has a DASA Coordinator that staff can identify.
- e. Classroom environments are conducive to learning and generally free from disruption.
- a. The school communicates with families in their preferred language to discuss students' strengths, progress, and needs and engages them as part of the school community.
- b. The school uses multiple methods of family engagement for all communication with all parents, in their preferred language, regardless of the disability status or language ability of their children.
- 3. Family Engagement and Communication
- c. The school assesses family satisfaction using strategies such as s feedback sessions, community forums, or participation logs candiders results when making schoolwide decisions.
- d. The school has a systematic and transparent process for responding to family or community concerns.
- e. The school shares NYSED school report card data with parents and the broader school community to promote transparency and accountability.
- f. The school shares its New York State exam participation rate compared to the district of location.

4. Social

<u>Element</u> <u>Indicators</u>

educational program. The school has a McKinViento Coordinator that staf can identify.

Summative Evidence for Benchmark 3:

Over the current charter terinthe trajectory for this benchmark has been consistent as a Meets.

- 1. Element: Measures of Culture, Climate, and Student Engagement:
 - x Indicator a: According to MHCS's renewal application, the school uses its MTSS process to address any issues of regular attractions or tardiness. The renewal application further explains that when the school moved to remote learning due to the COMP and emic, the school put in place additional interventions to address chronic absenteeism including teachers taking attenidance every period, deans assigned to cohorts of students for phone calls home when a student was absent, weekly review and analysis of attendance data by the dean of school culture and assistant principal of guidance, weekly attendance committee meeting exidew data and create action plans for students of concern, and if escalated to severe attendance concerns, the principal and a dean conduct home visits. On the 2021 CE@acher Survey, 7percent of teachers who responded somewhat or strongly agreed that e school has processes and procedures in place to address chronic absenteeism for all students. The renewal application and school website include an AP of Guidance andiædtor of socialemotional health that lead the Social Emotional Health Team. During the site visit the former AP of guidance met with the CSO during the leadership focus group. The school had yet to fill either position. Guidance newsletters created by the former staff are posted on the school/ebsite for the 202@2021 school year1 (1)--6.7 (n4Cw 8.26 (l)1 200

Mott Hall Charter Schoel 2021-2022 RENEWAL SITE VISIT REPORT

the school's current discipline policy and code of condinctorporate the school's values, infractions by level, the respective range of school responses, interventions, and consequences for those levels, and the school's technology, intersafety, and acceptable social media use policy.

2	X	Indicator d:In MHCS's renewal applicatiothe school explains itemploys aparent coordinator, g1.3 (i-7 (P) a d413.(w)-3.4 (-1.3 (ail-3.4 (d4.23 ()-3 (s)-1.3 (-3.4 (pc 0 Tw 4.152 0 32.489)Tj -0.001 Temploys aparent coordinator,

Project Hopeand that the counselors helped them through the COVID pandemic and remote learning On the 2021 CST Deacher Survey, Frecent of teachers somewhat or strongly agreed that the school has social, emotional, and mental health programs and supports for all students. On the 2021 CSD arent Survey, which only garnered apter centresponse rate, 7 percent of the parents who responded somewhat or strongly agreed that the school has social, emotional,

Benchmark 4: Financial Condition

The school is in sound and stable financial condition as evidenced by performanceon key financial indicators

Finding: Meets

Over the current charter ternthe trajectory forthis benchmark has been consistent Meets.

Summative Evidence for Benchmark 4:

See the school's fiscal dashboard attached to the end of this report (Charter School Fiscal Accountability Summary). The fiscal dashboard provides detailed information regarding the school's compliance with Benchmark 4 of the Charter School Performancen Enwork. Unless otherwise indicated, financial data is derived from the school's annual independently audited financial statements which can be found on the NYSED website at http://www.p12.nysed.gov/psc/csdirectory/CSLaunchPage_html

- x Financial Composite Score
- x Working Capital
- x Debt to Asset
- x Cash Position
- x Total Margin

Financial Condition

Mott Hall Charter Schodippears to be in good financial condition as evidenced by performance on key indicators derived from the school's independently audited financial statements.

Overall Financial Outlook

A financial composite score as overall measure of financial health based on a weighting of primary reserves, equity, and net income. A charter school[(t)-3 (as)-1..3 (ar93 (e)-3 Tc 0.I 11.04 -0.001 Tc 0.10

Benchmark 5: Financial Management

The school operates in a fiscally sound manner with realistic budgets pursuant torarlgeginancial plan, appropriate internal controls and procedures, and in accordance with state law and generally accepted accounting practices.

Finding: Meets

Since the 201-2019 renewal site visit reporthe trajectory for this benchmark has been consistent as a Meets rating.

Renewal is based on evidence that the following indicators are generally present:

- 1. The school has financial professionals assigned to manage school finances.
- 2. The school has an accurate and functional accounting system that includes monthly budgets.
- 3. The school sets budget objectives and regularly analyzes its budget, including detailed assumptions within the budget, in relation to those objectives.
- 4. The school has allocated doget surpluses in a manner that is fiscally sound and directly attends to the social and academic needs of the students attending the school.
- 5. The school has and follows a written set of fiscal policies.
- 6. The school has complied with State and federal final reporting requirements.
- 7. The school has and is maintaining appropriate internal controls and procedures.
- 8. The school has procedures in place to ensure that programmatic and independent fiscal audits occur at least once annually, with such audits being parable in scope to those required of other public schools. Audits will be undertaken by auditing firms with experience working with New York State charter schools and are peer reviewed.
- 9. The school follows generally accepted accounting principles intermed by independent financial audits with an unqualified audit opinion, a limited number of findings that are quickly corrected, and the absence of a going concern disclosure.

Summative Evidence for Benchmark 5:

NYSED CSO reviewed Mott Hall Charter School's 22002210 audited financial statements to determine whether the independent auditor observed sufficient internal controls over financial reporting. The auditor did not identify deficiencies in internal controls that could be considered in internal weaknesses.

However, the auditor did identify certain deficiencies in internal cont**tolat** would be considered significant deficiency. During audit testing, the auditor noted that 6 out of 25 student files selected lacked the documentation for proof of residency. The auditor recommends that the enrollment documents, including proof of residency, be collected prior to the student's admittance and maintained in a student file. Student files should be kept in a central location and reviewed **fcuracy** and completeness by someone other than the person who maintains the file.

- x Indicator a:In the renewal application, MHCS describest it conducts a boardself-evaluation survey, which includes a board member report card with metrics on attendance, active participation, volunteerism, contributions, and overall character, as its tool to exette board. In the renewal application, MHCS explains that the board conductsotheal evaluation of the executive director/principal annually and includes a customized valuation tool based on exemplars and he NYSEIC harter School Performance Framework and created in collaboration with a consultant Review of board meeting minutes submitted as part of the school's-2020 Annual Report shows mentions of the board members'-exetfluations.
- x Indicator b: The board currently is comprised seven members with relevant and diverse experience, including backgrounds in education, finance, human resolarces and fundraising according to the school so T Membership Table Attachment G of the renewal application. The school also shows in its renewal application that over the course of the charter there board members left and three members joined Five of the severboard members were present for the board focus group, including the board preside During the board focus group, the board members present spoke about how they always are looking for new board members, they regularly discuss how to position the board, and that they would like to bring on two or three more board members They also noted th

- of a policy approval included a board review and unanimous approval of the school's updated social media policy.
- x Indicator f. During the board focus group, the present board members discussed that prior to the COVID19 pandemic, they had held an onsite fundraising training with a consultant for the board. At the time of the CSO remote site visit, the board stated that they intedrtd bring a consultant in to w6 Tw -29.576 -

Benchmark 7: Organizational Capacity

Theschoolhas established well-functioning organizational structure, clearly delineated roles for staff, management, and board members. The school has systems and

Element Indicators

b. The school monitors the efficacy of contracted service providers or partners and has established an effective working relationship.

Summative Evidence for Benchmark 7:

Over the current charter terinthe trajectory for this benchmark has declined from a Meets to an ApproachesThis is due to governance issues outlined in the school's Notice of Deficien by sheatCSO on December 13, 202 for which the school submitted a Corrective Action Plan.

1. Element:School Leadership:

x Indicator a: An executive director/principal serves as the school lead MoHCS and reports to the MHCS board of trustees, as detailed in the school's organization chart. The executive director/principal is in their seventh year with the school. Along with the executive director/principal, the school has an assistant principal of instruction, assistant primal of guidance, director of social emotional health, and a director of operations of those positions, with the exception of the director of social emotional healtheport into the executive director/principal, as detailed in the school's organizat chart. However, the submitted organization chart also included a position, titled director of special education and compliance, that does not seem to be a current, existing positischool leadership provided email verification that a director of speial education was hired on November 11, 2021, which was after the site visit) and the school does not currently have a director of operation of operation was confirmed by school leadership and is addressed in the school's DOAR the CSO remote site visit, the school leadership shared that the assistant principal of guidance position was vacated for the 2021/2022 school year and that they had identified a new person for the role, but they had not started by the time of the visit. For the CSO remote site visit, the person previously in the role participated in the school leadership team focus groupe school's leadership team communicates the school's mission and goathsrough the hiring process, professional development, and the work of the PLCOn the 2021 CSDeac (e (v)-8.5 [(O)-15.4.9 (t)-8l)37 Tw 7 0 Td (

- strategies it will use to address these deficiencies. The board acknowledged the issues and noted in the CAP that it will be revising the chool's organizational structure and will be develop the hiring, onboarding and transfion process.
- x Indicator c:MHCS'secruitment methods include attending job fairs offering referral bonus for teachers or other staffsand posting open jobs of the school's websiteas described in the school's renewal application and evident on the oxodhs website. The school's renewal application noted that thechool utilizes hiring committees that have included students, teachers, deans, and parents to get all stakeholders' perspectives. Accortatin MHCS's renewal application, some of the school's retention strategies include assisting teachers in acquiring or extending areas of certification and offering reimbursement for professional development. If needed, the school will utilize a Performance Improvement Plan for staff members with challenges, after first receiving individualized coaching and feed Darckhe 2021 CSO eacher Survey 64 percent of teachers somewhat or strongly agreed that school successfully recruits, hires, and retains kepersonnel and makes decisions hen warranted to remove ineffective staff members. However, since the CSO remote renewal site visit, the CSO issued a Notice of Deficiency to the school in December 2021, stating that "the school has failed to recruit, hire, and retain staff sufficient to meet the needs of all students and subgroups, and is not fully staffed with personnel who are able to meet all operational needs." Because of this notice, the school was required to develop a CAP to identify strategiewilt use to address these deficiencies.
- x Indicator d:

schod	year,	with	check	ins	with	the	social	worker,	giving	them	voice	when	creating	school

formal mid-year and end-year evaluations based on improvement following feedback from coachesOn the2021 CSO eacher Survey, plercentof teachers who responded somewhat or strongly agreed that the school has systems to monitor and maintain organizational and

Benchmark 8: Mission and Key Design Elements

The school is faithful to its mission and has implemented the keydesignelement sincluded in its charter.

Finding:Meets

Element Indicators

Mission and Key
 Design
 Elements

- a. School stakeholders share a common and consistent understanding c school's mission and key design elements outlined in the charter, including in public-facing materials.
- b. The school has fully implemented the key design elements in the approved charter and in any subsequently approved revisions.

Summative Evidence for Benchmark 8:

Over the current charter terinthe trajectoryfor this benchmark has been consistent Meets.

- 1. Element: Missions and Key Design Elements:
 - x Indicator a:

intervention bbcks, illustrating the school's emphasis on studprotficiency With regard to special population supporthe school leadership tearfocus group spoke about however intend to support ELL students to be a big emphasis for professional development for teachers in the 2021-2022 school year, wanting aff to understand the entire process from intake on for an ELL student

Benchmark 9: Enrollment, Recruitment, and Retention

The schoolis meeting or making annual progresstoward meeting the enrollment plan outlined in its charter and its enrollmentand retention targets for students with disabilities, English anguage learners, and students who are eligible applicants for the free and reduced priced lunch program; or has demonstrated that it has made extensive good faith efforts to attract, recruit, and retain such students. High schools are meeting persistence rates commensurate with the NYSED target.

Finding:Approaches

Element Indicators

Targets are met

a. The school maintains sufficient enrollment demand for the school to meet or c close to meeting the

36

- o outreach toparent coordinators of elementary schools in the school's district of location
- o distribution of admissions information to local communities and oganizations, shelters, clinics, libraries, churches, and food banks,
- o collaboration with local schools on community events
- o attendance at local community board meetings by MHCS parants
- o online information session options through Facebook and InatagLives and Zoom meetings

During the school leadership team focus group, the school leaB-2 maw(h)-0.8 op56 (l)7.75 (a)-3.2 sdoi

Benchmark 10: Legal Compliance

The school complies with applicable laws, regulations, and the provisions of its charter.

Finding:Approaches

Element Indicators

- a. The schoolhas compiled a record of substantial compliance w applicable State and federal laws and regulations and the provisions of its charter including, but not limited to: those related to stude admissions and enrollment; FOIL and Open Meetings Law; protecting the rights of students and employees; addressing complaints; final management and oversight; governance and reporting; and health, safety,civil rights, and student assessment requirements
- b. The school has undertaken appropriate corrective action when required, and/or as requested by the Board of Regents and/or the NYSED Charter School Officænd has implemented necessary safeguardsmaintain compliance with all legal requirements.
- c. The school has a plan to ensure that teachers are certified in accordance with applicable laws and regulations.
- d. The school has sought Board of Regents and/or the NYSED Charter 5 (e)-6 15 (R)-

1. Legal Compliance

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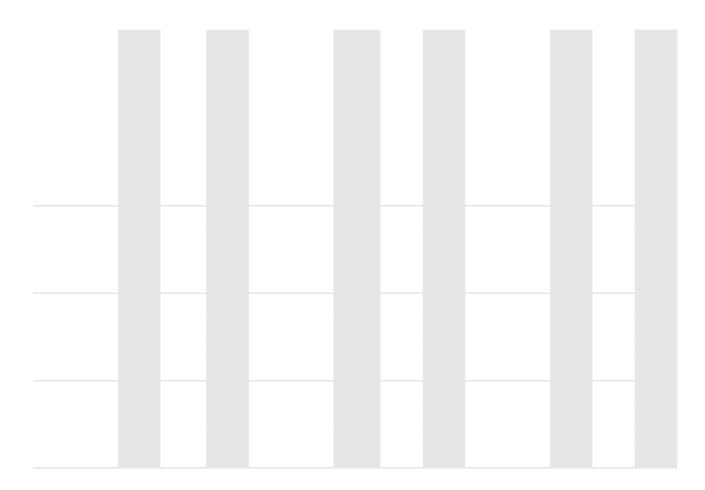
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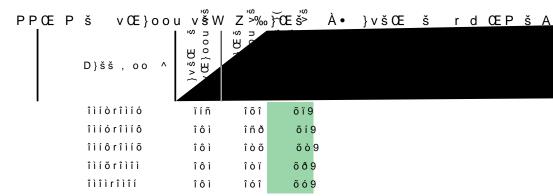
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B iii îliòrió îlióriô îliôriō îliōril îli 'CE • ^ CEÀ DÆ]uµu ^ CEÀGô •• ô ô òrô òrô òrô òr 6€ V€ @ ÆRri t•Y™‰i9™™U™″-c™™CB9™ x9™d4#™•ñ ΚšΖ