



**Board of Trustees Meeting Minutes
January 18th, 2022**

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:50 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Jason Caldwell and Francesca Weindling.
- The following Trustees were absent: Kamoy Smalling, Karen Bhatia and Kevin Murungi.
- The following school staff and guests participated: Connie Lobdell, Principal.

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:50 p.m.
- No public with comments.
- Natalie Thompson:
 - Finance Committee reviewed finance report. Josh Moreau will give guidance at a later date.
 - Paul Hastings grant used for technology
 - Hiring Committee:
 - All hires will be vetted by Board.
 - Onboarding will need to be approved by Board once all requirements have been met, e.g. fingerprinting.
 - Due to letter of deficiency all school hiring will be monitored by the Board. Focus is transparency not micromanagement of Connie Lobdell or the school.
 - Positions for hiring:
 - Director of Operations (DOO)
 - Special Education Teacher
 - School Counselor
 - Assistant Principal for 2022-2023
 - Jason Caldwell spoke to interviewee for DOO and recommended.
 - Need to get input from Kevin Murungi for approval.
 - Connie Lobdell recommended that interviewee go another level of vetting. Have Mary Katherine Kaplan create a profile for Mott Hall DOO.
 - Interviewee advised that position would be for DOO or Manager of Operations.
 - Natalie Thompson – need to increase the number of people in Operations.
 - Offer for DOO pending background check.
 - Manager for Operations to hired by DOO and Connie Lobdell.
 - Francesca Weindling recommended approval for hiring of DOO pending background clearance (fingerprinting, etc.). Recommendation approved by Board members present.
 - Connie Lobdell:
 - School Counselor – Potential candidate will be interviewed by Jason Caldwell and Kevin Murungi. If Jason Caldwell unavailable, Francesca Weindling will be available for interview.
 - Time of essence to fill position.
 - Special Education Teacher – no candidate at this time.
 - Assistant Principal – role needs to be defined for this position.

- Natalie Thompson recommended that Connie Lobdell have an Administrative Assistant. Motion was made and Board approved.
- Connie Lobdell updated the Board on “state of the school”:
 - Enrollment
 - In person registration with families and students.
 - Mott Hall Charter School 10th year anniversary in September 2022. Begin planning celebration of 10 years.
- Natalie Thompson:
 - Strategic planning with Bob Lesser - meet with individual board members or in pairs in order to move forward with planning.
 - Comprehensive action plan – first checkpoint end of January.
 - Draft letter for State.
 - Timekeeping system – TriNet
 - Connie Lobdell’s evaluation to be done by Dr. Nadia Lopez.
 - Meet with Dr. Lopez to create evaluation.
 - Comprehensive feedback.
 - In lieu of cancelled Christmas party should have a recognition of staff possibly in February or soon after.

Next Steps

- Introduction of Director of Operations (DOO) at next board meeting.
- By-Laws

Board Motions and Approvals

1. Motion - Board reviewed and unanimously approved the December 20th, 2021 meeting minutes.
2. Motion - Board approved Administrative Assistant for Connie Lobdell – motion made by Sandra Lugo and seconded by Jason Caldwell.
3. Approval – Board approved Francesca Weindling recommendation of hiring DOO pending background clearance.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



February 15th, 2022

Signature

Date

All trustee meetings for Mott Hall Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in executive session.