



**Board of Trustees Meeting Minutes
February 15th, 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 5:35 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Jason Caldwell, Karen Bhatia, Kevin Murungi and Francesca Weindling.
- The following Trustee was absent: Kamoy Smalling.
- The following school staff and guests participated: Connie Lobdell, Principal; Josh Moreau, Mary Katherine Kaplan, Audit Consultant.

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Mary Katherine Kaplan reporting on audit of Mott Hall Charter School:
 - Lack of Operations leadership over the last few months.
 - Erica Lopez has strong desire but not the skills.
 - Natalie Thompson asked Mark Katherine Kaplan how many Operations personnel should the school have.
 - Mary Katherine Kaplan suggested four (4) individuals in Operations:
 - Director of Operations
 - Two (2) Office Managers – one at the front of the house and one at the back of the house
 - Additional person if affordable – Special Projects
 - Connie Lobdell asked if Operations team can include the Parent Coordinator and Mary Katherine Kaplan said it depend on the affordability of additional person.
 - Engage with TriNet for additional services, e.g. training for individual handling Human Resources.
 - Liability with Human Resources when it is not fully functional and has gaps, e.g. fingerprinting.
 - Top three (3) items:
 - Human Resources (HR)
 - Student Enrollment Data
 - ATS – Skedula and most up to date Dean’s List
 - Additional items:
 - ROCL needs to be accurate.
 - Per pupil projection depends on ATS accuracy.
 - Attendance – no clear consensus as to how it is happening. Does not appear to be accurate at this time.
 - How are remote students being monitored?
 - Connie Lobdell asked Mary Katherine Kaplan for recommendation of someone to do training on ATS.
 - Mary Katherine Kaplan will recommend someone in special education to support Tracy Barrett.
- Josh Moreau:
 - Was at the school on February 15th, 2022 to discuss:
 - Enrollment

- Staffing
 - Onboarding
 - Agreed with Mary Katherine Kaplan regarding input on school
 - March Meeting – will have baseline with Finance Committee
 - Natalie Thompson asked Josh Moreau to look at Compensation Policy
- Connie Lobdell updated the Board on “state of the school”:
 - Hiring of Yvette Colon as Director of Operations (DOO). Yvette Colon cleared fingerprinting, etc. and can start March 1st, 2022.
 - Hiring of Toya Woods as School Counselor.
 - Accountability Dashboard:
 - two (2) new scholars
 - student attendance in-school vs. remote
 - there is a backup to ATS in place
 - percentage is higher due to attendance of remote scholars
 - Related Service Authorization (RSA) Letters (Nickerson Letters) – are being sent out
 - Marketing – multiple meetings taking place and website being updated
 - After-school program has begun – 45 slots and 91 scholars are enrolled
 - RTI Specialist – arranging trips
 - STEM and ELA happening concurrently
 - SEL – provided by Operation Exodus
 - Social Justice – Feminist Club and Books Club
 - Sports
 - Senior Year Clubs – Yearbooks and Senior Committee
 - Kevin Murungi asked if there were going to be movement programs, i.e. dance. Connie Lobdell informed that these were in the works with many of the scholars interested.
- Natalie Thompson:
 - Comprehensive Action Plan
 - Letter of Deficiency – preemptive actions
 - Connie Lobdell has documentation on what has been done and what needs to be done, e.g. onboarding.
 - Connie Lobdell asked about TriNet
 - Natalie Thompson:
 - does not feel that TriNet is a good fit for Mott Hall, especially in the Human Resources area/component
 - is not comfortable that school is getting what is needed
 - asked if Board should begin looking at other companies, i.e. the investigation process
 - should start investigation and get baseline information
 - Asked about status of staff members still not vaccinated. Need to send them letters and notify them of vaccination requirement.

Board Motions and Approvals

1. Motion to approve February 15th, 2022 minutes made by Jason Caldwell and seconded by Kevin Murungi - Board reviewed and unanimously approved.
2. Motion to approve hiring of Yvette Colon as DOO made by Jason Caldwell and seconded by Natalie Thompson - Board reviewed and unanimously approved.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

1260 Franklin Avenue, Bronx, N.Y. 10456 Phone: 718-991-9139 Fax: 718-991-9150

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

March 21st, 2022

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.