



**Board of Trustees Meeting Minutes  
December 20<sup>th</sup>, 2021**

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 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; Josh Moreau, Financial Consultant; and Bob Lesser, 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.
- Natalie Thompson:
  - o Letter of Deficiency from State
  - o Quick response to State’s Letter of Deficiency – submitted before deadline
  - o COVID – will notify State as well as Board going forward
  - o Transparency with State on all matters
- Josh Moreau reported on financial report:
  - o School Audit
  - o Accrued revenues and report sent to the State.
  - o Award letter – funds to be allocated to technology; flexibility on how and when.
  - o Salary Schedule
  - o Grants to be amended over time
- Connie Lobdell updated the Board on “state of the school”:
  - o Dashboard and enrollment – number of students will increase with addition of special education students.
  - o Will be accepting all students regardless of time of year – rolling admission
  - o Special Education Consultant – 4 days a week
  - o Marketing –
    - flyer developed with photographs providing a quick snapshot of the school
    - additional flyer giving parents application access
    - updating website – simpler and user friendly
    - tables in front of school and business establishments
    - PA president very supportive of new marketing techniques
  - o Will have “zoom” meetings with other administrators
  - o Space is limited due to COVID and social distancing
  - o Families are requesting smaller class sizes
  - o Saturday Academy – January 10<sup>th</sup>, 2022

- o Diversity of programs including enrichment programs
- o Virtual ESL classes for adults
- o Civic classes on Wednesday evenings for families
- o Basketball – girls and boys
- o Assessments – Reading Inventory
- o Inquiry teams with focus on ENL students
- o January – first ELA mock exam
- o Working on Attrition Analysis – staff members who have left over the last year and reason for leaving
- o Director of Operations (DOO) – first round being conducted by Kevin Murungi and Jason Caldwell
- o School narrative should highlight differences in instruction, e.g. hybrid, in building, remote
- Natalie Thompson:
  - o On boarding process – hiring process must be in compliance, e.g. fingerprinting
  - o Senior positions need to have two board members involved in process
  - o Want excel spreadsheet with detailed info (name, length of tenure, reason for leaving, etc. – attrition analysis)
- Bob Lesser:
  - o Comprehensive Action Plan
    - 5-year strategic plan
    - SWOT Analysis (Strength, Weakness, Opportunity and Threat)
    - IO benchmark areas with focus on number 8 (mission and key design elements)
    - strengths/weaknesses
- Sandra Lugo:
  - o Introduction of Board candidates – Luis Quan and Don Mabrey
  - o Natalie Thompson - this item to be adjourned to January 2022 Board meeting to begin process
  - o Board candidate resumes to be resent to all Board members

**Next Steps**

- Begin process for Board candidates

**Board Motions and Approvals**

1. Board reviewed and unanimously approved the November 15<sup>th</sup>, 2021 meeting minutes.
2. Finance Committee approved consultant contracts for Bob Lesser, Emily George and Mary Katherine Flynn.
3. Board approved Safety Plan – motion made by Jason Caldwell and seconded by Sandra Lugo.

**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



Signature

January 18<sup>th</sup>, 2021  
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.*