

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE
MOTT HALL CHARTER SCHOOL

February 25, 2014

The regular meeting of the Board of Trustees (the “**Board**” or “**BoT**”) of the Mott Hall Charter School (the “**MHCS**”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on February 25, 2014, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

Attendance

The following Trustees were present at the meeting: **Patrick Awosogba, Brenda Bravo, Sarah Calderon, Xenia Cox, Peter Oroszlany, Charles Stern, Natalie Thompson and Francesca Weindling.**

The following school staff members participated: **Bob Lesser, Executive Director- MHCS, Michael Williams, Principal, Karlene Cowan, Director of Operations.**

David Tinagero was absent from the meeting.

No parent(s) attended this meeting.

Sarah Calderon presided at this meeting and Natalie Thompson recorded the minutes as secretary.

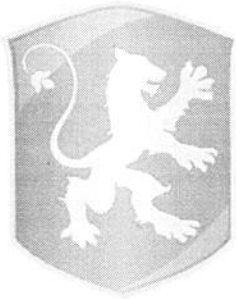
Call to order and Public Comment

After noting that a quorum was present, the meeting was called to order. Ms. Calderon reviewed the agenda and opened the floor for public comment. No public comment was made.

Acknowledgement of the Approval of Prior Meeting Minutes

October 15, 2013 meeting minutes were reviewed and unanimously approved by the BoT.

Board Approvals



MOTT HALL
CHARTER SCHOOL
10000 MOTT HALL DRIVE, WASHINGTON, DC 20037

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

MOTT HALL CHARTER SCHOOL

February 25, 2014

1. The Board unanimously approved the revised 2014 Trustee Meeting Calendar. The 2014 Calendar will be posted to the MHCS web site.
2. The Board unanimously approved the engagement of Victory Partners -Little Bird end to end comprehensive HR expertise for Charter Schools. This package includes HR technology, an integrated, easy-to-use, cloud-based information system to manage all HR needs. This cost effective offering covers, recruiting, on-boarding, benefits setup and administration, payroll, 403B as well as a compliance and wellness component. Little Bird will be offered to staff in the early fall.
3. Jesse L. Margolis and Matthew Friedman were invited, vetted and unanimously approved by the Board to sit on the MHCS Board of Trustee beginning March 2014.

Executive Director Updates

Board Packet Review - Mr. Lesser briefly reviewed the contents of the Board Packet highlighted below. Packets were available prior to Board meeting.

Academic, High School Placement, and Enrichment Program

The second quarter ended Friday, January 31. Report cards were submitted during parent-teacher conferences on Friday, February 7. Parent turnout was strong, and the overall tone was positive. The Executive Director, Principal, and Dean attended a two-day training on AVID to learn more about the program and assess it for use at MHCS.

Test Preparation - A plan has been created for test preparation for our upcoming ELA State Exam, which begins on March 31. Beginning Monday, February 24th, we will increase test prep to three days per week in ELA and Math classes. Professional Development sessions will also be dedicated to ELA best practice sharing. During the mid-winter break, MHCS provided extra instruction in ELA and Mathematics for our struggling students. A parent workshop was conducted on how parents can support their children in test preparation.

Lucy Matos will be starting as Principal Coach to Michael Williams this March.



MOTT HALL
CHARTER SCHOOL
UNION FREE, NEW YORK

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

MOTT HALL CHARTER SCHOOL

February 25, 2014

Staffing

We have begun posting for teacher positions for next year on Idealist and Gotham Schools and registered on the recruitment site MyEdMatch. We will be attending the Charter Center hiring fair on March 12th.

HR

Mid-Year evaluations are underway for all staff. This process should be completed in early March.

Siting and Elected Official Engagement

Our Parent Liaison and 12 MHCS parents participated in Charter Advocacy Day in Albany Tuesday February 4th.

Board Recruitment

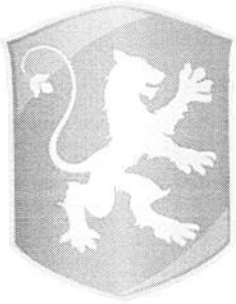
We continue to receive resumes for new potential Board membership.

SED Check-In Site Visit Feedback and Action Items

SED conducted a check-in site Visit on January 28th from 9am-noon. The SED observations highlighted areas of concern around governance, communication, teaching and learning.

Mr. Lesser reviewed the school's response to the SED which highlights the following Board requested actions.

- Approval of yearly board meeting calendar which will be posted to the MHCS website
- Increase communication channels to staff and leadership through increased meetings and teambuilding activities
- Conduct regular check-ins with the Academic Task Force to review the teacher observation and feedback as well as professional development for classrooms. First check-in scheduled for March 4th, with Board of Trustee Peter Oroszlany and Patrick Awosogba, with a broader report back on the Danielson Rubric and the Sanctuary Model framework at the next Board meeting.



MOTT HALL
CHARTER SCHOOL
1000 101ST STREET, BROOKLYN, NY 11231

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

MOTT HALL CHARTER SCHOOL

February 25, 2014

- Re-design of the website to better reflect the governance structure and highlight activities of the Board

Committee/ Taskforce and other Updates

Fundraising Taskforce reported back on the outcomes of the first fundraiser which took place January 28, 2014 at Amali Restaurant (60th between Park and Lexington Avenue). We raised over \$50,000 to support the school's most pressing needs and secured a grant in the amount of \$2,000 from GrowNYC to create school garden this spring.

Board members volunteered to be members of the event Host Committee and will continue to develop the relationships and contacts from the event.

All other committee/taskforce updates were moved to next the meeting

Forward Agenda

1. Report Back from:
 - a. Principal on the Danielson Rubric and the implementation schedule
 - b. Director of Social and Emotional Health on the Implementation framework and timeline for the Sanctuary Model
2. Committee/Taskforce Updates
3. Board Packet Review

Adjournment



**MOTT HALL
CHARTER SCHOOL**
DREAM TO THE COAST FIGHT

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE
MOTT HALL CHARTER SCHOOL**

February 25, 2014

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Natalie Thompson'.

Natalie Thompson
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Sarah Calderon'.

Sarah Calderon
Chair