



**Board of Trustees Meeting Minutes
Annual Board Meeting
January 21st, 2025**

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:40 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present via video conference: Karen Bhatia, Francesca Weindling, Dr. Patrick Awosogba, Luis Quan, Don Mabrey, and Lyne James Turnbull.
- The following Trustees were absent: Sandra Lugo and Jason Caldwell.
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director: and Josh Moreau.

Call to order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:32p.m.
- No public comments.
- Motion was made for approval of December 17th, 2024, minutes
- Connie Lobdell highlighted PTA Challenges – Difficulties in parent involvement and cancellations of previous PTA meetings
- Upcoming Open House in February via Zoom – Existing and potential families, including board members may attend
- Recruitment Efforts – Emphasis on inviting families through various channels to boost enrollment
- Finance and Budget Updates
 - Budget refresh meeting scheduled for Friday at 4:15 p.m.
 - Agenda – Review projections for the year; address lower than expected enrollment (165 v. budgeted 210); make adjustments for staffing and other expenses
 - Audit Cost Reduction
 - Josh Moreau to seek proposals from more affordable audit firms
 - March timeframe for proposals to the Finance Committee
 - Annual Report – template prepared; to be filed by Josh Moreau tomorrow
- Enrollment Status and Strategies
 - Current enrollment – steady at 165 students
 - Application status – 6th grade has 46 applications and 7th grade has 4 applications
 - Enrollment goals – 6th grade - 75; 7th grade - 69; 8th grade - 70
 - Target enrollment – 210 students
 - Recruitment Initiatives
 - March 8th, 2025, Middle School Fair
 - Hosting another school this month
 - Canvassing – engaging with faith-based communities

- Feeder schools – P.S. 63X, P.S. 126X (Luis Quan, Principal), and others
 - Lottery Date – April 1st, 2025
 - Recruitment efforts are crucial to meet and exceed enrollment targets for financial sustainability
- Renewal Process
 - Awaiting draft from SED
 - Next steps – review and update draft
 - Submit to the Regent calendar for approval
 - Timeline – awaiting regional meeting outcomes
- Board Communications
 - Board Emails – completed with initial passwords provided
 - Action Required - members to change passwords for security
 - Purpose – facilitate communication and quick alerts
 - Open communication and collaboration withing committees are essential for effective governance and school improvement
- Committee Updates
 - Finance Committee – ongoing discussions about budget adjustments and financial strategies
 - Education Committee
 - Principal Performance Review
 - Draft of the document sent to Luis Quan and others for feedback
 - Focus areas – culture, instructional support, and accountability
 - Scale – 1 to 4 rating system
 - Next Steps – finalize document and implement review process.
 - Collaboration – utilizing AI for consolidating ideas and enhancing document quality
- Assistant Principal Role and Processes
 - Current discussion – appointment and vetting process for Assistant Principal (AP) position
 - Ms. Melendez’s role
 - Status – Acting as AP without formal vetting per by-laws
 - Concerns – Leadership skills and adherence to protocol
 - By-Laws requirement – Board of Trustees responsible for hiring and vetting
 - Action Items –
 - Education Committee to review and establish proper vetting processes
 - Ensure all AP appointments follow by-law and documented procedures
- By-Laws Compliance and Protocols
 - Issue identified – current practices not fully aligned with established by-laws
 - Resolution plan – reinforce adherence to by-laws in hiring and administrative processes; and document and clarify roles and responsibilities to prevent future discrepancies
 - Emphasis on adhering to by-laws and proper protocols in administrative roles
- General Discussions and Concerns
 - Emphasis on board roles adding value to student education and school operations
 - Importance of having strong support systems for leadership roles
 - Direct correlation between enrollment numbers and financial sustainability
- Action Items
 - Finance Team
 - Conduct budget refresh meeting on Friday at 4:15 p.m.
 - Seek proposals from alternative firms by March
 - File the annual report by tomorrow

- Enrollment Team
 - Organize and execute the March 8th, 2025 Middle School Fair
 - Host the visiting school and engage in canvassing efforts
 - Update application statuses on School Mint regularly
- Education Committee
 - Finalize the Principal Performance Review document
 - Provide feedback on the draft performance review
 - Implement the review process post-finalization
- Board Members
 - Change initial passwords for board emails
 - Participation in the upcoming budget refresh meeting
 - Engage in discussions regarding AP vetting and adherence to by-laws
- Connie Lobdell
 - Coordinate with the Education Committee on AP vetting processes
 - Share the finalized Principal Performance Review document with committee
- Josh Moreau
 - Prepare and present the financial narrative during the budget meeting
 - Follow up with SED on the renewal draft
- Follow-Up
 - Next Budget Meeting – scheduled for Friday at 4:15 p.m.
 - Education Committee Review – finalize and implement the Principal Performance Review
 - Renewal Process – await draft from SED and prepare for Regent calendar submission
 - AP Appointment Process – ensure compliance with by-laws and formal vetting of candidates
 - Enrollment Monitoring – continue tracking application numbers and adjust recruitment strategies as needed
 - Board Email Security – ensure all members have updated their passwords and are actively using the Board email system

Board Motions and Approvals

1. Motion to approve December 17th, 2024, minutes made by Karen Bhatia and seconded by Luis Quan - Board reviewed and unanimously approved.

Adjournment

1. There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo_____

Name



Signature

February 25th, 2025

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 the executive session.