

**Board of Trustees Meeting Minutes**

**October 20th, 2022**

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 5:35 p.m. local time pursuant to notice duly given.

**Attendance**

* The following Trustees were present: Karen Bhatia (Presiding as Chairperson - Video Conference), Sandra Lugo, Francesca Weindling, Kevin Murungi (Video Conference)
* The following Trustees were absent: Natalie Thompson and Jason Caldwell
* The following school staff and guests participated: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Josh Moreau, Financial Consultant

**Call to Order, Public Comment and Board Discussion**

* After noting that a quorum was present, the meeting was called to order at 5:15 p.m.
* Parents present but no public with comments.
* Natalie Thompson introduced prospective Board member, Luis Quan.
	+ Requested motion on processing Luis Quan’s as Board member.
* Josh Moreau:
	+ Financial Update
	+ Finance Committee met with auditors
	+ Moving audit forward
	+ Met with Connie Lobdell to review current school budget
	+ Karen Bhatia – Auditor’s status
		- Monies owed – need to get in writing from auditors
		- After school and Saturday programing
		- Enrollment
		- Grants
* Existing grants will run until September 2024
* Run robust summer school program
* Maintain after school and Saturday academy
* Connie Lobdell:
	+ Targeting migrant children
		- Going to Randall’s Island to obtain information on migrant children
		- Putting together a campaign to have migrant students attend Mott Hall
		- Karen Bhatia - Number of migrant students the school can admit? What does school need to do in order to meet the needs of migrant students? Keep migrant students long term?
			* Connie Lobdell – can accept students in 6th and 7th grades, but 8th is capped
		- City says funding and resources are available for schools who admit these students
		- Mott Hall can provide services to migrant students
		- Resources the community can provide in support
* Yvette Colon
	+ Reviewed Accountability Dashboard
	+ HR Geo Tag update
		- Reception a problem
		- Will request additional support
		- Staff will clock in and out in the main office
		- Staff attendance affected by COVID and religious days
* Connie Lobdell – CASS Attendance System
* Student attendance has been an issue
* Students will have an ID card that they will swipe in order to monitor attendance
* Follow-up with letters and home visits
* Will be able to identify students who need support
* Focus on families and students attending, especially the IEP students, and not losing instructional time
* Enrollment
* As of September – 6th grade: 71, 7th grade: 67, 8th grade: 90
* Connie Lobdell
	+ Personal Time Off (PTOs) can’t be taken for COVID per Board
	+ Staff absences due to illness
		- Staff attendance percentage affected by illnesses, but percentage will be higher once adjusted by taking out COVID and religious excuses
* Salaries in schools – Karen Bhatia: make sure we are competitive with salaries
* Support of staff in school providing professional development, workshops and providing possibility of career advancement. Good school culture will draw teachers 🡪 forego high salaries for good school culture
* Kevin Murungi
	+ Finance Committee – Ready to move forward. No further comments at this time.
* Connie Lobdell - Instructional Data/Audit
	+ Mock exams will be given
	+ 7th grade challenges – will be providing students with additional support including RTI
	+ Read 180 has been living up to its potential
	+ Made recommendation to include academic scores, goals, data, etc. which will be shared with Dr. Awosogba who will present as part of the instructional audit at next board meeting
* Material Revision
	+ Status unknown at this time
	+ Kimberly Santiago is no longer State liaison. Inquiries will be made to as to who new liaison will be.
	+ December is deadline for material revisions
	+ Karen Bhatia – send Natalie Thompson communication to follow up on liaison

**Board Motions and Approvals**

1. Motion to approve September 22nd, 2022 minutes made by Sandra Lugo, and seconded by Francesca Weindling - Board reviewed and unanimously approved.
2. Motion to approve Financial Audit made by Kevin Murungi, and seconded by Sandra Lugo.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name

 November 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.*