

**Board of Trustees Meeting Minutes**

**September 16th, 2023**

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 1:45 p.m. local time pursuant to notice duly given.

**Attendance**

* The following Trustees were present: Karen Bhatia, Sandra Lugo, Jason Caldwell, and Luis Quan (Video Conference)
* The following trustees were absent: Francesca Weindling, Luis Quan and Dr. Patrick Awosogba
* The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; and 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 1:45 p.m.
* No public with comments.
* Karen Bhatia:
	+ Opened the meeting.
	+ Approval of August 23rd, 2023 Board meeting minutes.
	+ Operations Manager position
	+ Operations Department – possibility of outsourcing
	+ Capacity for 7th and 8th grades
	+ Updates on enrollment
	+ School visit next week to meet with Operations team with Sandra Lugo
	+ Board retreat on Saturday, September 16th, 2023, 10:00 a.m.-2:00 p.m.
		- Create committees, etc.
		- Email if there’s anything that might need to be added to retreat agenda.
		- Possible board meeting on same day
* Connie Lobdell:
	+ Enrollment to increase with incoming students registering
	+ Enrollment numbers: 6th grade – 57 students, 7th grade – 80 students, 8th grade – 78 students. Total number of students – 215
	+ For financial purposes, the acceptable number for enrollment is 210 students to remain in compliance
	+ Requesting state for change in enrollment number to 232 students
	+ Increase enrollment by promoting school - Recruitment
		- Going to 2 elementary schools for recruitment
		- P.S. 63X will be having middle school fairs (Oct/Nov); Parent Coordinator will send invitation
		- P.S. 126X will also be having middle school fairs (Oct/Nov)
		- Migrant children
		- Dr. Awosogba had suggested going to religious organizations for recruitment
		- Karen Bhatia suggested the Red Cross organization in Manhattan
* Josh Moreau:
	+ Budget reflects 210 students
	+ Will revisit numbers at end of October
	+ Flexibility in funding for a private facility.
	+ There is equity for a private space
	+ Going down one grade – facility subsidy
	+ Per pupil facility rate - $5,800
	+ Grades 5-8 still a middle school
	+ Finance Committee needs to review audit report for November 4th
	+ Finance Committee will be meeting in early October
	+ Annual report is due the beginning of November: Financial Report and Goals
	+ 16% increase in health insurance due now for open enrollment.

**Board Motions and Approvals**

1. Motion to approve August 23rd, 2023, minutes made by Jason Caldwell, and seconded by Sandra Lugo - Board reviewed and unanimously approved.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name

 \_October 11th, 2023\_\_\_\_

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 the executive session.*