

# Application: Mott Hall Charter School

Yvette Colon - ycolon@motthallcs.org  
2022-2023 Annual Report

## Summary

**ID:** 0000000086  
**Last submitted:** Nov 1 2023 02:01 PM (EDT)  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

Completed - Nov 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2023)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

MOTT HALL CHARTER SCHOOL 800000071085

**a1. Popular School Name**

Mott Hall Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD # 9 - BRONX

**e. Date of Approved Initial Charter**

Dec 1 2010

**f. Date School First Opened for Instruction**

Jul 1 2011

## **g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

The mission of the Mott Hall Charter School is to prepare our scholars in mind, body, and character to succeed in top high schools, colleges, and careers by becoming inquisitive, open-minded, and compassionate citizens of the world.

### **KDE 1**

#### **21st Century Teaching and Learning Model**

MHCS's instructional program is student-centered and inquiry-based, which is how middle school students learn best. The International

Baccalaureate Middle Years Programme (MYP) provides high-quality teacher professional development and a curriculum framework which puts students at the center of a changing and increasingly interrelated world. Teachers use Understanding by Design (UBD) as their primary method of curriculum development as they align lessons to state standards. The Workshop Model of instruction is used to ensure that students are constructing their own knowledge.

### **KDE 2**

#### **Proficiency**

Because such a large percentage of students enter MHCS below proficiency, Mott Hall focuses on proficiency attainment for students in both English Language Arts (ELA) as well as Mathematics. This includes longer blocks of instruction in ELA and Math, greater emphasis on literacy acquisition through programs such as Leveled Literacy Intervention, and additional teachers supporting ELA and Math.

### **KDE 3**

#### **Special Population Support**

MHCS uses a collaborative team teaching approach to ensure that the needs of students with IEPs are met. Our ELL instructional model includes small group instruction, pull out and push-in support, direct vocabulary instruction, and a requirement that all lesson plans include language objectives paired with learning objectives. All MHCS teachers receive professional development to ensure that they can address the learning needs of ELLs and students with IEPs.

### **KDE 4**

#### **College and Career Readiness Program**

MHCS's college and career readiness program is modeled on the AVID College and Career Readiness Program. This program helps ensure that Mott Hall students have the skills and information they need to gain acceptance to college bound High Schools throughout New York City.

### **KDE 5**

### Social and Emotional Health Program

The program design is rooted in aspects of the Sanctuary model, with on-going training in trauma attachment theory, adolescent development, and other topics to all staff as well as providing teachers with feedback to ensure classrooms are trauma sensitive. This program includes enhanced counseling for scholars who are identified as at risk, a character development class for all scholars and on-going parent support groups.

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### h. School Website Address

[www.motthallcs.org](http://www.motthallcs.org)

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### i. Total Approved Charter Enrollment for 2022-2023 School Year

275

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### j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

223

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### k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

### Responses Selected:

6

## I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

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## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

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### School Site 1 (Primary)

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**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).	
Site 1	1260 Franklin Avenue, Bronx, NY 10456	718-991-9139	NYC CSD 9	6-8	6-8	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	
Operational Leader	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	
Compliance Contact	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	
Complaint Contact	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	
DASA Coordinator	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	
Phone Contact for After Hours Emergencies	Connie Lobdell	Principal/Executive Director	718-991-9139	██████████	

**m1b. Is site 1 in public (co-located) space or in private space?**

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1		No		No		Yes

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

N/A

**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Connie Lobdell
Position	Principal/Executive Director
Phone/Extension	718-991-9139
Email	<a href="mailto:clobdell@motthallcs.org">clobdell@motthallcs.org</a>



q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

**Responses Selected:**

Yes

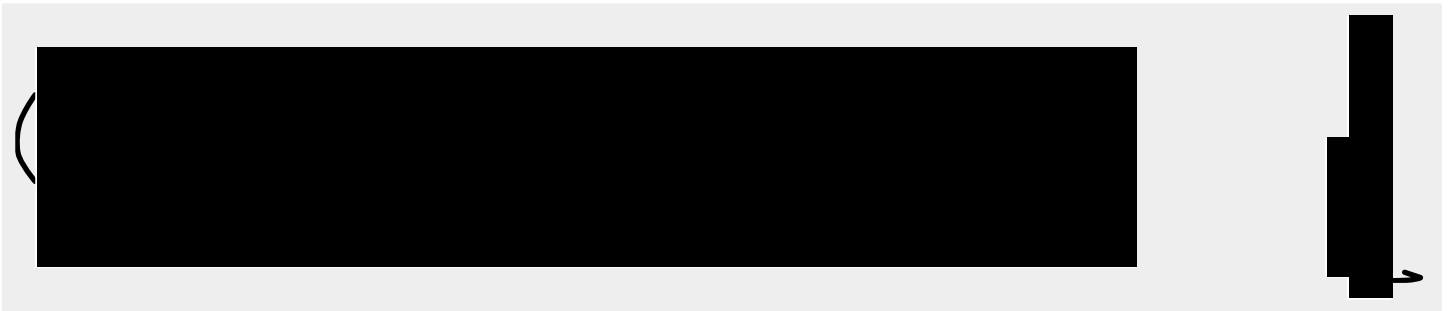
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

Signature, Head of Charter School



## Signature, President of the Board of Trustees



## Date

Oct 31 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Nov 1 2023

### Instructions

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

# Form for Entry 2 Links to Critical Documents on School Website

School Name: Mott Hall Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
2. Board meeting notices, agendas and documents	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
3. New York State School Report Card	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.motthallcs.org">https://www.motthallcs.org</a>

Thank you.



# Entry 3 Progress Toward Goals

In Progress - Last edited: Nov 1 2023

## Instructions

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Administer Reading Inventory to all Read 180 and System 44 students three times throughout the school year and use the data for progress monitoring and intervention	Reading and Phonics Inventory Met are in need of extra support. We used the data from scholastics reading inventory to move students into appropriate and targeted intervention	Met	
Academic Goal 2	Goal 2-UseRead 180 & System44 programs as part of our Tier 2 Literacy Intervention program to move students toward proficiency.	Reading Inventory	Met	
Academic Goal 3	Administer iReady Diagnostics to students at start of school year and at end of school year to monitor growth towards proficiency.	Incorporate vocabulary throughout all content areas to teacher's lessons and data from vocabulary	Met	
Academic Goal 4	Administer ELA and Math End iReady End of Unit		Met	

	StandardsMastery Assessments.			
Academic Goal 5	Incorporate vocabulary throughout all content areas to Teacher's lessons and data from vocabulary Met There was an intensive focus on vocabulary throughout the iReadyStandards	Teacher's lessons and data from vocabulary assessments	Met	.
Academic Goal 6	Offer a comprehensive High school Placement Program to prepare scholars for the transition to high school		Met	
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

#### 4. ORGANIZATION GOALS

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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**2022-2023 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				



**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

### Instructions

#### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### [MHCS Final2023-2024ARBudgetTemplate FY24 \(6](#)

Filename: MHCS\_Final2023-2024ARBudgetTempla\_bIQ00pn.xlsx Size: 183.0 kB

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

#### Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2023

#### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[MHCS I FY23 Audit Template](#)

Filename: MHCS\_I\_FY23\_Audit\_Template.xlsx Size: 76.5 kB

## Entry 4c – Additional Financial Documents

Incomplete

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

## Entry 4d - Financial Contact Information

Incomplete

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

## 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [MHCS Final2023-2024ARBudgetTemplate FY24 \(6](#)

Filename: MHCS\_Final2023-2024ARBudgetTempla\_RGnbJ48.xlsx Size: 183.0 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Nov 1 2023

### Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial

Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [Lugo, Sandra Annual Report](#)

Filename: Lugo\_Sandra\_Annual\_Report.pdf Size: 190.4 kB

### [Jason Caldwell FinancialDisclosure2023](#)

Filename: Jason\_Caldwell\_FinancialDisclosure2023.pdf Size: 185.4 kB

### [Bhatia Appendix F Disclosure of Financial Interest Form](#)

Filename: Bhatia\_Appendix\_F\_\_Disclosure\_of\_F\_9XE7KDH.pdf Size: 392.8 kB

### [Dr](#)

Filename: Dr.\_A\_Disclosure\_Statement.pdf Size: 1.1 MB

### [Weilding, Francesca Annual Report](#)

Filename: Weilding\_Francesca\_Annual\_Report.pdf Size: 318.2 kB

### [Mabrey, Don- annual-report-trustee-financial-disclosure-form \(1\)-1](#)

Filename: Mabrey\_Don-\_annual-report-trustee-\_DOc3z0W.pdf Size: 331.5 kB

## **Entry 7 BOT Membership Table**

Completed - Nov 1 2023

## **Instructions**

### **Required of ALL charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## **Entry 7 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Karen Bhatia	[REDACTED]	Chair	Executive, Finance and Audit	No	2	01/16/2021	6/14/2024	8
2	Sandra Lugo	[REDACTED]	Secretary	Secretary	Yes	2	01/16/2021	6/14/2024	7
3	Jason Caldwell	[REDACTED]	Trustee/Member	Executive, Finance and Audit	Yes	2	04/14/2021	4/17/2024	8
4	Francesca Weindling	[REDACTED]	Trustee/Member	None	Yes	2	04/14/2021	4/17/2024	8
5	Luis Quan	[REDACTED]	Trustee/Member	None	Yes	1	02/16/2023	2/16/2026	5 or less
6	Don Mabrey	[REDACTED]	Trustee/Member	None	Yes	1	02/16/2023	2/16/2026	5 or less
7	Patrick Awosogba	[REDACTED]	Vice Chair	Executive, Finance and Audit	Yes	1	02/16/2023	2/16/2026	5 or less
8									
9									

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	7
b.Total Number of Members Added During 2022-2023	3
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2022-2023**

9

**4. Number of Board meetings scheduled for 2023-2024**

7

**Total number of Voting Members on June 30, 2023:**

6



**Total number of Voting Members added during the 2022-2023 school year:**

3

**Total number of Voting Members who departed during the 2022-2023 school year:**

2

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

6

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

0

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Nov 1 2023

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

### **[July 19 2021 Board of Trustee Meeting Minutes](#)**

Filename: July\_19\_2021\_Board\_of\_Trustee\_Meet\_NsLklpZ.pdf Size: 612.2 kB

### **[August 23rd, 2021 Board of Trustee Meeting Minutes](#)**

Filename: August\_23rd\_2021\_Board\_of\_Trustee\_\_xbad666.pdf Size: 592.1 kB

### **[December 13th, 2022 Board of Trustees Meeting Minutes](#)**

Filename: December\_13th\_2022\_Board\_of\_Truste\_7XOdxkV.pdf Size: 239.9 kB

### **[October 18th, 2021 Board of Trustees Meeting Minutes](#)**

Filename: October\_18th\_2021\_Board\_of\_Trustee\_9rcxapZ.pdf Size: 593.9 kB

### **[November 15th, 2021 Board of Trustees Meeting Minutes](#)**

Filename: November\_15th\_2021\_Board\_of\_Truste\_y3iS8BN.pdf Size: 600.0 kB

### **[September 13th, 2021 Board of Trustee Meeting Minutes](#)**

Filename: September\_13th\_2021\_Board\_of\_Trust\_X8Ys34X.pdf Size: 260.7 kB

### **[February 16th, 2023 Board of Trustees Meeting Minutes \(1\)](#)**

Filename: February\_16th\_2023\_Board\_of\_Truste\_mnizRnu.pdf Size: 250.3 kB

### **[January 25th, 2023 Board of Trustees Meeting Minutes](#)**

Filename: January\_25th\_2023\_Board\_of\_Trustee\_U29PSLz.pdf Size: 231.3 kB

### **[April 20th^J 2023 Board of Trustees Meeting Minutes \(1\)](#)**

Filename: April\_20thJ\_2023\_Board\_of\_Trustees\_DCEclBK.pdf Size: 194.5 kB

### **[May 25th^J 2023 Board of Trustees Meeting Minutes \(1\)\(2\)](#)**

Filename: May\_25thJ\_2023\_Board\_of\_Trustees\_M\_JcdPFHQ.pdf Size: 203.9 kB

## [June 21st^J 2023 Board of Trustees Meeting Minutes \(2\)](#)

Filename: June\_21stJ\_2023\_Board\_of\_Trustees\_\_f703zDP.pdf Size: 200.5 kB

## [March 14th, 2023 Board of Trustees Meeting Minutes \(2\).\(2\)](#)

Filename: March\_14th\_2023\_Board\_of\_Trustees\_\_dj3jhHd.pdf Size: 206.1 kB

# Entry 9 Enrollment & Retention

Completed - Nov 1 2023

## Instructions for submitting Enrollment and Retention Efforts

### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

### \*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

# Entry 9 Enrollment and Retention of Special Populations

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>To ensure strong recruitment for Charter School has formed a robust recruitment committee and reviewed the outreach methods to ensure remote access to our community is considered in the case of closures. The committee consists of staff who are both familiar with the surrounding neighborhoods and have community connections and relationships. The recruitment committee hosted neighborhood events both in school and in the surrounding area when allowed. If circumstances do not permit face to face contact with the community, MHCS has put into place media events that will occur simultaneously or in place of live events as needed. Events such as the Kindness Project, food outreach, gift cards for families, and partnering with community organizations ensures MHCS is seen as a supportive community center as well as a middle school. These outreach efforts were well received and will continue even if face to face opportunities are prohibited. Outreach to Public Libraries and participation in library public events will be planned and will continue if allowed to ensure that MHCS continues to reach a larger population. Mott Hall Chartercommunity leaders together. Mott Hall Charter School has partnered with the Local NYC Police Precinct to engage</p>	<p>Mott Hall Charter School (MHCS) makes numerous efforts to ensure we attract and recruit Economically Disadvantaged Students (ED). Applicants from District 9 located in the South Bronx are given weighted status in our application lottery. During the 22-23 School Year Parents from all District 9 elementary schools are invited to attend Zoom open house events as well as live in person events as allowed. Outreach is made to Parent Coordinators of zone and out of zone elementary schools to ensure that the community is aware of our programs. We have partnered with Staples to send mass mailing to the families in our area about our schools and hoe they can apply. MHCS has developed relationships with schools both in District 9 and in the surrounding Districts. Numerous parent assemblies both remote and live and community gatherings were held to ensure community awareness, invite the community to participate in school wide events, including Zoom Parent to Parent meetings, and Social Emotional Support Zoom meetings led by the social work team. We provided a Carnival that was open to all community members and their families. These events are held in an effort to support</p>

	<p>students and families and encourage community collaborations.</p> <p>Meets/Instagram/FaceBook outreach efforts, MHCS will host events and increase attendance from our last years efforts. MHCS will continue to develop relationships with local community boards, specifically Community Boards 9, 11 and 12. The recruitment committee will continue to work with neighborhood community police officers to foster trusting and positive relationships</p>	<p>community residents of the community. Mott Hall Staff has attended and participated in several neighborhood health and wellness fairs over the course of the year. Mott Hall Charter School is located in the Morisania section of the Bronx and outreach was made by visits to local community centers and flyers were posted in New YorkCity Housing Authority (NYCHA) buildings. In an effort to continue our outreach with families during the Covid closure, MHCS has used weekly Zoom meetings, text, facebook and instagram to engage with the community and continue conversations to ensure families could register via media platforms. MHCS also ensured a Thanksgiving Dinner was available to those in our community in need. Mott Hall Charter School has partnered with the Local NYC Police Precinct to engage students and families and encourage community collaborations.</p>
<p>English Language Learners</p>	<p>A recruitment committee will be formed in mid-September consisting of staff who are both familiar with the surrounding neighborhoods and the language barriers these neighbors may face. The Committee will include bilingual staff that can communicate with parents immediately when a situation arises. This allows ENL parents to receive in real time immediate responses. MHCS ensures that all communication is translated fortherapy are provided. Mott Hall</p>	<p>Mott Hall Charter School will continue to use online platforms as they have proven to be effective for our community. As we have been allowed to have more in person community events, Mott Hall Charter School has plans to host community dinners to gather the ELL/MLL families together to open important discussions within our community. As we move into the 2022-23 Mott Hall Charter School will continue to provide remote</p>

	<p>Charter School has a response to intervention (RTI) program to support students who present with challenges accessing the curriculum. A robust Student Support Team (SST) is available to review and address any academic and behavioral needs that students may have. Through these processes, Mott Hall identifies students that may need further evaluations and works families; this includes all media messages including RoboCalls. Mott Hall Charter School offers all EnglishLanguage Learners support through initial identification, ongoing NYS assessments, and ENL support based on individual student needs. In addition Mott Hall Charter School plans to have an English as a Second Language class both remotely and in the building when possible. Mott Hall will be offering monthly community cultural events open to all.</p>	<p>ESL Adult classes that are open to all NYC residents. This coming year we are planning to hold two remote adult ESL classes, one beginner and one advanced course. Mott Hall Charter School will be holding Citizen and Civic Learning remote classes to support our ELL/MLL community. Mott Hall Charter School's website has the ability to be translated into various languages to ensure ease of use and access to information. Mott Hall Charter School ensures that all information is translated for families and students. Mott Hall Charter School will be seeking the input of our families both of students enrolled and families in the community through a variety of platforms including google, instagram, and facebook, as well as through the use of surveys to ensure we are meeting the needs of our MLL families and potential students.</p> <p>Mott Hall Charter School has created relationships with district schools and charters to support students transitioning from elementary schools to middle school grades. We have also offered adults the opportunity to participate in our citizenship class to help achieve that status.</p>
<p>Students with Disabilities</p>	<p>The Support Services Coordinator will participate in all events; including assemblies so that they were informed of our best practices for online instruction. MHCS was interviewed by our authorizer in order to share our best practices with all charter schools across the state. This taped session with</p>	<p>In order to recruit SWD's Mott Hall Charter School will continue to collaborate with our local after school and community programs. We have flyers, literature, and a strong connection with several programs that our staff work with in the community (afterschooland recreation centers) We offer</p>

NYSED ensured our best practices were shared across the public sector. families and detail the services MHCS provides to ensure SWD receive FAPE. All meetings and communications, including collaborations with CSE are presented in remote media forums as well as in person when allowed. Parents will be supported by one person, as coordinator who will assist them from the application process through admission, classroom placement and distribution will reflect all of the services we can provide for students with disabilities.

parents of students participating with these programs several opportunities to register in person, online, and by communicating directly with an enrollment specialist that will walk families through the process personally. Mott Hall Charter School will offer a variety of special education programming including Special Education Support Services (SETSS), Integrated Co-teaching (ICT) in ELA and Math as well as support services to ensure all students can learn to their potential. Students with an Individual Educational Plan (IEP) are provided with all mandated services. Services such as speech and language, counseling, occupational and physical therapy are provided. Mott Hall Charter School provides a Multi Tiered System of Support (MTSS) program to support students who present challenges accessing the curriculum. Specific intervention periods are scheduled for every student to ensure students with challenges as well as students that are excelling are provided with the instruction they need to excel. A Student Support Team (SST) is available to review and address any academic and behavioral needs that students may have. Through these processes, Mott Hall identifies students that may need further evaluations and works collaboratively with the Committee for Special Education (CSE) to ensure any needed services are identified and provided.

Mott Hall Charter School works in conjunction with the CSE to recruit and attract students with disabilities. For the 2021-22 school year Mott Hall Charter School will continue to communicate with parents of SWD through a variety of different media platforms to ensure our outreach to families in an effective way for our families. MHCS is planning to increase the number of brick and mortar community events and if a school closure happens, MHCS is ready to turn to weekly Zoom, Google Meets, Instagram, and FaceBook to ensure effective outreach. Mott Hall Charter School intends to continue to offer Saturday Academy and is planning on a Winter Break program. We hope to open these opportunities to all schools we work with for our enrollment.



**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>Mott Hall will continue to recruit and attract economically disadvantaged students through direct community training, Saturday parent advisory committee meetings, monthly parent to parent dinners, and other school community events that include remote media platforms. During the school closure MHCS had Zoom weekly meetings and Rise Assemblies that hosted over 150 people. This online gatherings have proved a successful method to reach our families and will continue into the next school year.</p> <p>Mott Hall employs two on site psychologists who serve the student at risk population and connect families with community resources. Outreach was made to the Boys and Girls Club of America, YWCA/YMCA, and community centers about Mott Hall's educational programs.</p>	<p>Mott Hall Charter School's Recruitment and Retention Team will continue to maintain applicants from District 9 located in the South Bronx by giving weighted status in our application lottery. Outreach will be made to Parent Coordinators of elementary public and charter schools in district 9 and out of district to ensure schools are aware of our program. Contact will be made with Community Based Organizations (CBO's) and an admission's flyer will be sent for distribution to families.</p> <p>Admissions information will also be sent to local shelters, clinics, churches, libraries and food banks. MHCS will nurture the relationships with community schools and local businesses. Numerous parent assemblies both remote and live and community gatherings will be held to ensure community awareness, inviting the community to participate in school wide events. Mott Hall Charter School will be in attendance and participate in several neighborhood health and wellness fairs throughout the year. As the school being in the Morrisania section of the Bronx outreach will be made in this area by visiting and posting in businesses and New York City Housing Authority buildings.</p>

During the warmer months, an admissions table will be set up so that families can fill out an application and receive information on Mott Hall Charter School. We will continue to have zoom meetings, send text, participate in Facebook and Instagram to keep the community engaged in conversations and to inform families of the Mott Hall admission's process. Events in collaboration with co-located PS 63 such as clothing drives and book drives will get to our neighbors in the community. MHCS will continue to partner with the local NYC Police Precinct and our local community board to engage students and families and encourage community collaborations. A Mott Hall parents' attendance at the monthly community meeting with the precinct will resume. Scheduled internal and external information sessions will be held at elementary schools and community based organizations in Bronx, NY. MHCS has also expanded our afterschool and Saturday programs to provide additional support hours for families of the community at no cost. MHCS's new Community Engagement staff is looking to provide food drives, health initiatives, family and school connections, holiday events connecting with PS 63 families as well.

English Language Learners

Mott Hall Charter School will continue retention efforts for recruiting and attracting English

The Recruitment and Retention committee was formed of a variety of staff who are both

Language Learners by offering direct community training, collaboration with family welcome centers and community based organizations for immigrants. Mott Hall will utilize community based organizations

familiar with the surrounding neighborhoods and the language barriers these neighbors may face. The Committee will include bilingual staff that can communicate with parents immediately when a situation arises. This allows ENL parents to receive in real time immediate responses. MHCS ensures that all communication is translated for families; this includes all media messages including RoboCalls. Mott Hall Charter School ensures that the website can be automatically translated in many languages. This allows for anyone viewing the site to have it translated into their home language. Mott Hall Charter School offers all English Language Learners support through initial identification, ongoing NYS assessments, and ENL support based on individual student needs. In addition Mott Hall Charter School plans to have an English as a Second Language student support group that can meet in person and/or remotely when possible. Mott Hall has hired a third ENL teacher to increase the outreach and support to students and families. Mott Hall will be offering monthly community cultural events open to all. Mott Hall will continue to offer ESL classes to adults in the NYC area. This has been a huge success in the past year and the waitlist families are invited to share in sessions for large groups as well as MHCS shares important information to all registered students and

		<p>waitlisted applicants. Mott Hall Charter School is also continuing to offer all ESL families an opportunity to join in the CIVICS classes to support gaining citizenship and foster positive relationships with all communities. Mott Hall is developing programming based on the needs of our ESL community. We use many platforms to reach our families to find out what services are needed.</p>
<p>Students with Disabilities</p>	<p>Efforts for recruiting and attracting students with disabilities include reviewing and providing services according to mandated services on IEPs and using the Guide for Special Education services for Charter Schools to create new and innovative programs to ensure SWD can learn to their potential. Special Education teachers review and update progress toward meeting IEP goals at each report card period. Teachers work collaboratively with families as well as the Committee on Special Education to ensure reviews are conducted and students can progress to the least restrictive environment (LRE) as appropriate.</p> <p>Students are provided at risk for immigrants and multi-lingual learners to recruit and support English Language Learners. Mott Hall Charter School offers ENL classes and hopes to open both remote and brick and mortar ENL classes for the community. Through targeted intervention blocks during the school day MHCS has been able to move ENL students to proficiency and close academic</p>	<p>In order to ensure robust recruiting and attracting SWDs, Mott Hall Charter School's proven growth with our special populations will make MHCS a leader in charter school middle schools. Mott Hall Charter School's MTSS of intervention, differentiation for all students, and highly qualified teachers for all students will support student growth. This success for our students is what families are seeking when looking for middle schools for their SWDs. Mott Hall Charter School continues work collaboratively with the CSE to ensure the CSE understands the special education programs MHCS has to offer all students. Mott Hall Charter School completes the Appendix C informing the NYC DOE and CSE and ensuring they understand the programs MHCS offers and can share the information with families. Mott Hall Charter School's Director of Special Education is a member of a special education leadership forum that meets weekly to discuss topics specific to special</p>

gaps. MHCS prepares ENL students and supports application to high performing High Schools. MHCS demonstrates a strong and positive presence in the community and works with the collocated school to make coordinated and dedicated outreach to all families.

Mott Hall Charter School continues to plan a robust professional development calendar for all staff. We plan continued collaborative efforts with CSE, related service providers and community stakeholders to ensure students with disabilities are supported and make appropriate academic gains.

Mott Hall Charter School uses data and assessments to monitor student progress and services and RT/MTSS interventions to help close academic and behavioral gaps through the SST process. Each grade has 1 period daily, with the exception of Fridays, as an intervention block. In the coming year MHCS is considering adding a remote learning/ intervention prepare them for transition to high performing high schools.

Professional development for all staff was provided to ensure appropriate training and delivery for Tier II and Tier III programs. Mott Hall Charter School's expectation is for all students to achieve proficiency in NYS Next Generation Standards and provide individualized support to ensure student gains toward proficiency.

Mott Hall is utilizing Houghlin Mifflin Read 180 and System 44 support and intervention programs to ensure

education in charter schools. These meetings allow the leaders that participate to share their resources with one another and to ensure best practices are available to all schools. The leaders often join together to bring awareness to challenges the charters share and work with the NYC DOE and Charter School Office to ensure these issues come to resolve. MHCS plans continued collaborative efforts with the CSE, related service providers and agencies, and community stakeholders to ensure students with disabilities are supported and make appropriate academic gains.

Mott Hall Charter School uses data and assessments to monitor student progress and provide individualized support to ensure student gains toward proficiency. Mott Hall is utilizing Houghlin Mifflin Read 180 and System 44 support and intervention programs to ensure students at risk and students with disabilities have access to scientifically proven and peer reviewed curriculum to close academic gaps. Mott Hall Charter School offers academic intervention periods that are built into the schedule and ensures each student receives what they need to be successful. This year MHCS will continue to offer Saturday Academy and Summer Bridge/Rise Up programs, and is planning to add a Winter Recess learning opportunity. Our community has requested these opportunities for their students and MHCS is responding to these

students at risk and students with disabilities have access to scientifically proven and peer reviewed curriculum to close academic gaps.

by offering a variety to of ways students can access extra supports.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Nov 1 2023

# **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Nov 1 2023

### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## Entry 11 Uncertified Teachers

School Name:

---



# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	9
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	9.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	3
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>5.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
<b>Total Category C: not to exceed 5</b>	<b>5.0</b>

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	19

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	2

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	21

Thank you.



**Entry 12 Organization Chart**

Completed - Nov 1 2023

[Instructions](#)

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [MHCS Organizational Chart 22-23](#)

Filename: MHCS\_Organizational\_Chart\_22-23.docx.pdf Size: 283.8 kB

## Entry 13 School Calendar

Completed - Nov 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [2022-2023 Calendar](#)

Filename: \_2022-2023\_Calendar.pdf Size: 114.5 kB

## Entry 14 Staff Roster

Completed - Nov 1 2023

### [INSTRUCTIONS](#)

### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

[faculty-staff-roster-23](#)

Filename: faculty-staff-roster-23.xlsx Size: 39.3 kB

**Optional Additional Documents to Upload (BOR)**

Incomplete

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sandra Lugo

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**Name of Charter School Education Corporation:**

Mott Hall Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

None

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

N/A

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**Business Address:**

N/A

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**E-mail Address:**

[REDACTED]

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**Home Telephone:**

[REDACTED]

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**Home Address:**

[REDACTED]

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[REDACTED]

07/20/2023

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

## Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

**Name: Jason H. Caldwell**

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Mott Hall Charter School**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board Member**

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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*Please write “None” if applicable. Do not leave this space blank.*


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**None.**

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

**None**

Signature 

Date 7/20/2023

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Karen Bhatia

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**Name of Charter School Education Corporation:**

Mott Hall Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair  
Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes**  **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes**  **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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7/19/23

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current or Former Trustee**

**Trustee Name:**

Dr. Patrick Awosogba

**Name of Charter School Education Corporation:**

Mott Hall Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes

No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes

No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes

No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes

No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None ✓

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NA	NA	NA	NA	NA

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Information Law. The personal contact information provided below will be redacted.

**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

E-

**mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted]

7-27-2023

**Signature**

**Date**

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- Digitally certified PDF signature • Print form, manually sign, scan to PDF

last revised 04/2022



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

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**Name of Charter School Education Corporation:**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes      No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.


**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

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**Name of Charter School Education Corporation:**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes      No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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**Business Telephone:**

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**E-mail Address:**

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**Home Telephone:**

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**Signature** **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Meeting Minutes July 19, 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 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustee was present: Natalie Thompson, Kevin Murungi
- The following school staff and guests participated: Connie Lobdell, Executive Director/Principal, Suzanne Trice, Director of Operations

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

- After noting that no quorum was present, it was moved to discussion at 5:38 p.m.
- No public with comments.
- Ms. Trice updated the Board on current enrollment efforts
- Ms. Lobdell updated the Board on the “State of the School”
- Accountability Tracker and Financials were discussed by Ms. Lobdell

#### Board Motions and Approvals

- There being no quorum, no items were put forth for voting.

#### Adjournment

- There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo, Secretary

Name

Signature

7/19/2021

Date



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

*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.*



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustee Meeting Minutes August 23<sup>rd</sup>, 2021

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 5:30 p.m. local time pursuant to notice duly given.

#### **Attendance**

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Karen Bhatia, Kevin Murungi, Francesca Weindling.
- The following Trustee was absent: Jason Caldwell.
- The following school staff and guests participated: Connie Lobdell, Principal, Nzingha Ewadi, Director of Operations, Josh Moreau, Financial Consultant, Board Candidate Kamoy Smalling.

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

- After noting that a quorum was present, the meeting was called to order at 5:30 p.m.
- No public with comments.
- Josh Moreau gave MHCS financial overview.
- Connie Lobdell updated the Board on the “State of the School”
- Board candidate update – waiting on status of prospective candidate.

#### **Next Steps**

- State’s expectations
- Authorizer visit in October - Renewal

#### **Board Motions and Approvals**

1. The Board reviewed and unanimously approved the July 19<sup>th</sup>, 2021 meeting minutes.

#### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:  
Sandra Lugo  
Name

Signature

August 23<sup>rd</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.*



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

December 13<sup>th</sup>, 2022

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: Sandra Lugo, Karen Bhatia (Video Conference), Francesca Weindling (Visual Conference), Kevin Murungi (Video Conference)
- The following Trustees were absent: Natalie Thompson and Jason Caldwell

The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Prospective Board Members: Luis Quan, Donald Mabrey and Dr. Patrick Awosogba

### 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.
- Connie Lobdell:
  - o Application for prospective board member Luis Quan has moved up in State approval
  - o Josh Moreau will give financial update at next board meeting in January
  - o Instructional Audit – Dr. Awosogba will report in January. Connie Lobdell will forward report to Board for review prior to January board meeting. Will forward to State at that time in complying with Corrective Action Plan (CAP)
  - o Contacted attorney at State, Karonne Jarrett Watson, and informed her that several attempts had been made to contact the State.
    - Mott Hall Charter School does not have a State liaison at this time and had applied for material revision and prospective board members.
    - Ms. Jarrett Watson apologized that no one had responded but she would be looking at portal for prospective board members.
    - List shows other schools for material revision but Mott Hall is not on list nor has the school received any response. Possible reason may be the lack of a State liaison.
    - All communication with State to be put in writing (email) and board members copied
  - o Jalen Brunson Foundation
    - Jalen Brunson, basketball player for the New York Knicks
    - Introduced to Mott Hall by Maria Kero
    - New to New York and has created a foundation
    - Mott Hall is the first school in the foundation
    - Coat donations
    - Providing support to students who live in shelters and has requested a list of students in shelters
    - Will be communicating with Ms. Colon, Ms. Flores and Ms. Paschal
  - o Social Emotional Grant
    - Intern will be joining Mott Hall
    - Connie Lobdell informed of another grant that would address the needs of bilingual families
    - Mentee will be working with Connie Lobdell at the school
    - Need innovation due to pandemic and mental health issues
  - o Applications for grants are needed at this time to help and support families, as well as funding for new space for school
  - o Scholars and home visits are resulting in being more comprehensive
    - Eyes on all scholars resulting in increase of attendance

- Lateness and absences have improved
    - More awareness of what is going on with scholars and families
    - Happens every week
  - o Reviewed Accountability Dashboard
  - o Enrollment and Recruitment –
    - 6<sup>th</sup> grade – 69; 7<sup>th</sup> grade – 66; 8<sup>th</sup> grade – 90: 225 scholars
    - 20 applications are in for next year (2023-2024)
  - o Scholars in need of coats
  - o Working on building relationship with parents/families where they feel comfortable to say and make school aware of their needs, i.e. coats
  - o Perspective of marketing
    - Increase in offer of sports to be made available for next year
    - Keeping scholars in school
    - Community partnership with principal Luis Torres
    - Collaborating with Luis Quan who is providing ideas for student involvement
    - Take parents on tour both physically and virtually
    - What will attract families?
    - Scholars returning
    - Canvassing – physically and virtually
    - High School placement
  - o Develop committees
- Yvette Colon:
  - o Reviewed Accountability Dashboard
  - o Maintained student enrollment at 225
  - o Student attendance increased
  - o Staff attendance maintained from October to November
  - o Informing of available seats
  - o Recruitment has started with new recruitment Operations staff member
  - o Open house meetings have started and scheduled throughout the school year
  - o Waiting on completed documentation in order to project number of scholars applying for 2023-2024
- Saturday Academy (9:00 a.m. – 2:00 p.m.)
  - o Activities to engage scholars
  - o Breakfast and lunch provided
  - o Some colors come in earlier (8:30 a.m.)
- After School
  - o Snacks are provided
  - o Scholars are involved
- Shelter Scholars
  - o Update from Ms. Paschal needed
  - o Will develop list
- What scholars need:
  - o Socks, footwear, backpacks
  - o Deans have gotten in touch with their communities for donations
  - o Technology is being provided
  - o Karen Bhatia - Board member can donate items and/or funds in helping these scholars
- Kevin Murungi:
  - o Inquired about retention
  - o Families moving out of state
  - o Over enrollment
  - o Connie Lobdell informed that Chalkbeat had reached out to her regarding issue of lowering enrollment and families moving out of state
    - Several schools have applied for material revision showing that other charter schools are having enrollment issues
    - Concern about safety and scholars being prepared for high school



- o Luis Quan stated he has also seen issues with enrollment in District 9
  - Retention is affected by what school is offering
  - Enrollment issues is a problem across system
- Connie Lobdell recommended board training after the holidays
  - o Have a retreat to meet everyone

**Board Motions and Approvals**

1. Motion to approve November 15<sup>th</sup>, 2022 minutes made by Kevin Murungi, and seconded by Francesca Weindling - Board reviewed and unanimously approved.
2. Motion to move forward with prospective board members made by Kevin Murungi, 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 6:40 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:  
Sandra Lugo  
Name



Signature

\_\_\_\_\_

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes October 18<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 5:30 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Kevin Murungi, Jason Caldwell.
- The following Trustees were absent: Karen Bhatia, Kamoy Smalling, Francesca Weindling.
- The following school staff and guests participated: 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 5:48 p.m.
- No public with comments.
- Natalie Thompson:
  - o New building
  - o Fundraising
- Josh Moreau reported on financial and audit report:
  - o Surplus due to loan forgiveness
  - o Top to bottom audit of all registrations
  - o Well positioned after audit
  - o Letter from auditor
- Connie Lobdell updated the Board on State visit with authorizers:
  - o Authorizers “remote” visit on Tuesday, 10/19/21 and Wednesday, 10/20/21
  - o Board will meet “remotely” with authorizers on Wednesday, 10/20/21
  - o Discussed focus groups – no focus group with teachers due to high teacher return rate
- Connie Lobdell updated the Board on “state of the school”:
  - o 1% of teachers are not vaccinated
  - o Tracking students leaving the city
  - o Enrollment strategies
  - o Expedited Hiring

### Board Motions and Approvals

1. The Board reviewed and unanimously approved the June 14<sup>th</sup>, 2021 meeting minutes.
2. The Board reviewed and unanimously approved the September 13<sup>th</sup>, 2021 meeting minutes.
3. The Board reviewed and unanimously approved audit report.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

November 15<sup>th</sup>, 2021

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes November 15<sup>th</sup>, 2021

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 5:30 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Kevin Murungi, Jason Caldwell and Karen Bhatia.
- The following Trustees were absent: Kamoy Smalling, Francesca Weindling.
- The following school staff and guests participated: Connie Lobdell, Principal; Josh Moreau, Financial Consultant; and Bob Lesser.

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

- After noting that a quorum was present, the meeting was called to order at 5:46 p.m.
- No public with comments.
- Natalie Thompson:
  - o New building
  - o Fundraising
- Josh Moreau reported on the financial report:
  - o Missing student registration information
  - o Natalie Thompson commented on Operation’s standard operating procedures.
  - o Sandra Lugo commented on the need for training and supporting Operations due to the pandemic year and the shortage of staff.
- Connie Lobdell updated the Board on the “state of the school” and the State visit with authorizers:
  - o Authorizers “remotely” visited the school on Tuesday, 10/19/21, and Wednesday, 10/20/21
  - o Board met “remotely” with authorizers on Wednesday, 10/20/21
  - o The board addressed complaint emails and will respond accordingly

### Board Motions and Approvals

1. The Board reviewed and unanimously approved the October 18<sup>th</sup>, 2021 meeting minutes.

### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name

A black rectangular redaction box covering the signature of Sandra Lugo.

Signature

December 20<sup>th</sup>, 2021

Date

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# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustee Meeting Minutes September 13<sup>th</sup>, 2021

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 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Jason Caldwell.
- The following Trustee were absent: Karen Bhatia, Kevin Murungi, Francesca Weindling.
- The following school staff and guests participated: Connie Lobdell, Principal; Josh Moreau, Financial Consultant; Erica Flores, Parent Coordinator.

#### 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.
- Erica Flores, Parent Coordinator reported:
  - loss and grievance process
  - building a sense of community
  - create a partnership with the community
  - COVID safety protocols
  - would like to see more involvement and visibility of Board Members
  - concern regarding students who have been on remote and out of building and this will be the first time in 2 years that they will be physically in the school building.
- Natalie Thompson asked Erica Flores to create a catalog of parents’ questions and concerns.
- COVID protocols:
  - Staff and students to wear masks at all times
  - Staff must be vaccinated and if not vaccinated, must COVID test weekly
  - Education and support on vaccine
  - Saturday, September 25<sup>th</sup> – School cafeteria to be a vaccine site from 9:00 a.m. to 4:45 p.m. with nurses and health care professionals
- Josh Moreau gave MHCS financial overview.
- Connie Lobdell updated the Board on the “State of the School”
- Board candidate update – waiting on status of prospective candidate.

#### Board Motions and Approvals

- There being no quorum, no items were put forth for voting.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name

A black rectangular redaction box covers the signature of Sandra Lugo. A small handwritten mark is visible to the right of the box.

Signature

September 13<sup>th</sup>, 2021

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes February 16<sup>th</sup>, 2023

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 (Video Conference), Karen Bhatia (Video Conference), Sandra Lugo (Video Conference), Francesca Weindling (Visual Conference), Don Mabrey (Video Conference), Dr. Patrick Awosogba (Video Conference), Luis Quan (Video Conference)
- The following Trustees were absent: Jason Caldwell and Kevin Murungi

The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); 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 5:35 p.m.
- No public with comments.
- Natalie Thompson:
  - Welcomed new board members: Don Mabrey, Luis Quan and Dr. Patrick Awosogba
  - Approval of January 24<sup>th</sup>, 2023 minutes
- Josh Moreau:
  - Financial Update
  - Month of January was profitable
  - Increase in enrollment
  - There are two (2) grants which have been helpful. One grant to expire September 2023 and the other September 2024
  - There is a 4-1/2% increase in per pupil rate
  - Per pupil rate increase would give north of \$18,000 per student
  - Natalie Thompson: When will increase be approved and implemented? Josh Moreau will know more at the end of April 2023 and inform board how much it will give the school.
  - Natalie Thomson asked: Will additional enrollment in September give the school a surplus: Josh Moreau informed the school would be in a good place.
  - Will meet with Finance Committee at the beginning of April 2023.
  - Will meet with Connie Lobdell for planning.
- Connie Lobdell:
  - State outreach: Still waiting to hear regarding who will be liaison. Still up in the air and will be getting a mid-year visit from state. Will continue to check the portal.
  - Without a liaison wasn't able to submit a material change to reduce the enrollment number.
  - Concerns to be addressed with liaison when assigned.
  - Pandemic is still affecting students and staff members.
  - Lost more staff in February in 7<sup>th</sup> grade
  - Lack of instructional consistency in 7<sup>th</sup> grade
  - District 9 is the poorest district in the New York City
  - Don Mabrey asked what scores looked like
  - Dr. Awosogba asked how many of the staff members were ELA and math
    - Connie Lobdell: 8 are ELA and math



- Grants for sports equipment: Leveling the Playing Field and GoFundMe
- Intervisitations
- Community Events:
  - Trip to Albany – partnered with Dr. Richard Izquierdo Health & Science Charter School (DRIHSCS)
  - Parent to Parent Meeting – DRIHSCS will be joining
  - 2<sup>nd</sup> Annual Carnival Event
  - Virtual Open House – 2/28/23 and 3/27/23
  - Onsite Open House – 3/18/23
- Natalie Thompson:
  - Asked Yvette Colon to forward Dr. Awosogba’s Instructional Audit Report to Board Members for review
  - Connie Lobdell has sent an email to the State regarding liaison
  - What will reprogramming look like at next board meeting?
- Yvette Colon:
  - Reviewed Accountability Dashboard
  - December enrollment: 225 and January enrollment: 223
  - Promoting staff attendance
- Dr. Patrick Awosogba:
  - Suggested ELA in History/Humanities teaching
  - International Baccalaureate (IB) should be restarted – rebuild program
  - Playing field is not level in the district
  - Restructuring of school organization
- Don Mabrey:
  - Consider involving Deans in teaching a block a day as well as other administrative staff
  - Changes culture of how teaching staff sees administrative staff, etc.
  - All hands on deck
- Kevin Murungi:
  - Would like to see list of high schools students have applied to
    - Yvette Colon:
      - High school application period
      - Working on list of high schools students have applied to.
      - Some acceptances should be in placed by next board meeting.
      - Asked Charter Center for list of charter high schools students have applied to.

**Board Motions and Approvals**

1. Motion to approve January 25<sup>th</sup>, 2023 minutes made by Karen Bhatia, and seconded by Francesca Weindling - Board reviewed and unanimously approved.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:  
Sandra Lugo  
Name



Signature

March 14 2023

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

January 24<sup>th</sup>, 2023

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 (Video Conference), Karen Bhatia (Video Conference), Sandra Lugo (Video Conference), Francesca Weindling (Visual Conference), Kevin Murungi (Video Conference)
- The following Trustee was absent: Jason Caldwell

The following school staff and guests were present: Yvette Colon, Director of Operations (DOO); Prospective Board Member: Dr. Patrick Awosogba

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

- After noting that a quorum was present, the meeting was called to order at 5:45 p.m.
- No public with comments.
- Josh Moreau:
  - o Financial Update
  - o Met with Finance Committee (Natalie Thompson, Jason Caldwell and Kevin Murungi)
  - o Will have a better picture of per pupil rate in April
  - o Programs to be in place going forward
  - o Target enrollment 250; at present enrollment at 225 as of December 2022
- Dr. Awosogba:
  - o Instructional Audit Report
  - o Recommendations:
    - Comprehensive Management Plan
    - Scope of recent curriculum is not sufficient
    - Read 180 as reading program for school
    - Committee responsible for hiring, etc.
    - Strong PD
    - Return of International Baccalaureate (IB); Support for IB is lacking
    - Positions of Principal and Executive Director should be separated
    - Build capacity around Instructional Leadership
- Natalie Thompson:
  - o Asked Yvette Colon to forward Dr. Awosogba’s Instructional Audit Report to Board Members for review
  - o Connie Lobdell has sent an email to the State regarding liaison
- Yvette Colon:
  - o Reviewed Accountability Dashboard
  - o Charter School Fair
  - o Family Game Night, Friday, January 27<sup>th</sup>, 2023
  - o Parent-to-Parent Dinner, Tuesday, February 7<sup>th</sup>, 2023
  - o Advocacy Day in Albany, Tuesday, January 31<sup>st</sup>, 2023 – Community event in Albany for Bronx Charter School Celebration Day. Collaborated with Dr. Richard Izquierdo Health & Science Charter School, promoting community involvement.
- Kevin Murungi:
  - o Would like to see list of high schools students have applied to.

### Board Motions and Approvals

1. Motion to approve December 13<sup>th</sup>, 2022 minutes made by Karen Bhatia, and seconded by Kevin Murungi - Board reviewed and unanimously approved.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:  
Sandra Lugo  
Name



Signature

\_\_\_\_\_

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes April 20<sup>th</sup>, 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 5:38 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson (Video Conference), Sandra Lugo (Video Conference), Karen Bhatia (Video Conference), Jason Caldwell (Video Conference), Kevin Murungi (Video Conference), Francesca Weindling (Video Conference), Dr. Patrick Awosogba (Video Conference).
- The following Trustees were absent: Luis Quan and Don Mabrey

The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; and Yvette Colon, Director of Operations (DOO).

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

- After noting that a quorum was present, the meeting was called to order at 5:38 p.m.
- No public with comments.
- Josh Moreau:
  - Was not present. Will give financial update at the next Board meeting.
- Connie Lobdell:
  - Reviewed audit recommendations.
  - Search for Assistant Principal of Instruction
    - Create position and post both internally and externally.
- Natalie Thompson:
  - Approval of February 14<sup>th</sup>, 2023 Board Meeting Minutes.
  - Asked Yvette Colon to create a new tab on the CAP showing a timeline identifying instructional staff, and meeting each of the recommendations from the audit. Present in an audit plan (status plan).
- Yvette Colon:
  - Reviewed Accountability Dashboard
  - Reviewed enrollment and recruitment numbers.
  - Reviewed list of high school acceptances
  - Natalie Thompson asked Yvette Colon to provide a build out with comparisons of schools offered, declined and accepted.

### Board Motions and Approvals

1. Motion to approve March 14<sup>th</sup>, 2023 minutes made by Jason Caldwell, and seconded by Karen Bhatia - Board reviewed and unanimously approved.

### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

April 20<sup>th</sup>, 2023

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes May 25<sup>th</sup>, 2023

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 5:38 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson (Video Conference), Sandra Lugo (Video Conference), Kevin Murungi (Video Conference), Francesca Weindling (Video Conference), Dr. Patrick Awosogba (Video Conference), Luis Quan (Video Conference), and Don Mabrey (Video Conference).
- The following Trustees were absent: Karen Bhatia and Jason Caldwell.

The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); and Josh Moreau, Financial Consultant; Parent of Kadaysia Morton; and Keisha Edwards, Teacher.

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

- After noting that a quorum was present, the meeting was called to order at 5:39 p.m.
- Public comments:
  - Keisha Edwards:
    - Concerned with lack of space.
    - Difficulty teaching in allocated space, usually by boiler room.
    - Treated rudely by custodian.
    - Was told her to remove her supplies from area.
    - Custodian does not maintain school clean.
    - Loves Mott Hall but the lack of space makes it difficult to teach.
    - Students are unhappy.
    - School furniture not adequate.
    - Concerned and wants to make improvements but needs help.
  - Parent of Kadaysia Morton:
    - Feels that Mott Hall is a pretty good school but doesn't like that the 7<sup>th</sup> grade girls have no outlet.
    - There should be more one on one for the girls.
    - Concerned when the boys exert their power over the black girls.
    - Girls have a voice and they need to be listened to.
    - Some have mental issues.
    - Students need to be shown the way, and not disrespect the female students.
    - Adults in the school need to address the needs of the students in the present, keep up with the changes, and listen to students.
  - Connie Lobdell:
    - Responded to parent regarding providing support, mental health and social emotional (SE) support for students.

- Empowering the students and holding the school accountable.
  - Luis Quan:
    - G.E.M.S. program available which empowers black girls.
    - G.E.M.S. – encourages girls to seek and celebrate their individuality by giving them a safe space, encouragement, structure, and support.
    - Will provide information regarding program.
- No further public comments, public exited and Board addressed agenda.
- Josh Moreau:
  - Accountability Dashboard
  - Review of 2023-2024 budget for approval at next Board meeting
  - Salaries for 2023-2024
- Yvette Colon:
  - Reviewed Accountability Dashboard
  - Enrollment at 225
  - Staff attendance – 95%
  - Presented spreadsheet with status of students going to high school
  - ESSER – programs covered: After School, Enrichment Program
  - Date for annual Board meeting: Wednesday, June 21<sup>st</sup>, 2023
    - In person
    - Staff wants to join annual meeting to share their concern regarding class size due to staff shortage
- Natalie Thompson:
  - Approval of April 20<sup>th</sup>, 2023 Board Meeting Minutes.
  - Need to immediately address the boiler room usage by a teacher which is a fire hazard and has been going on for 10 years
  - Dr. Awosogba:
    - Need to look at space school is in
    - Need additional space
    - School cannot continue to under dirty conditions and inappropriate spaces
  - Facilities Task Force and Feasibility Study for a move
  - Connie Lobdell:
    - There is state approval for moving to another district
  - At annual meeting:
    - Natalie Thompson will be stepping down as Chairperson after many years of service on the Board, and was one of the founding members of the Mott Hall Charter School
    - New Chairperson will be Karen Bhatia
    - Sandra Lugo to continue as Secretary
    - Executive Committee
    - Finance Committee
- Connie Lobdell:
  - Social Emotional Learning (SEL) is a big priority for next year
    - Partnered with L.I.U.
  - Graduation
    - Saturday, June 17<sup>th</sup>, 2023
    - Invitations sent to Board members
    - Guest speaker – Joanna from last year



**Board Motions and Approvals**

1. Motion to approve April 20<sup>th</sup>, 2023 minutes made by Francesca Weindling, and seconded by Luis Quan - Board reviewed and unanimously approved.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

June 21<sup>st</sup>, 2023

Date

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# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes June 21<sup>st</sup>, 2023

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 5:12 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson (Video Conference), Sandra Lugo (Video Conference), Kevin Murungi (Video Conference), Francesca Weindling (Video Conference), Dr. Patrick Awosogba (Video Conference), Jason Caldwell (Video Conference), Luis Quan (Video Conference), and Don Mabrey (Video Conference)
- Trustees were all present
- 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 5:12 p.m.
- No public with comments.
- Karen Bhatia opened the meeting
- Karen Bhatia:
  - Addressed Natalie Thompson stepping down as Chairperson and leaving the Board
    - This will be her last Board meeting
    - Natalie Thompson unable to attend graduation but was presented with award and College and Career renamed Natalie Thompson College and Career in her honor and in recognition of her years of contribution to Mott Hall Charter School
  - Kevin Murungi also stepping down from the Board due to personal reasons, and this will be his last Board meeting
  - Asked for motion to approve May 25<sup>th</sup>, 2023 Board minutes
  - Asked Josh Moreau if numbers for 2023-2024 are realistic
  - Asked for motion to approve budget
  - Requested information regarding compensation.
    - Connie Lobdell responded that staff are at 5% above DOE
    - Josh Moreau – place teachers on DOE salary scale making it equitable with the DOE
  - Asked Connie Lobdell about Vendor List
    - Yvette Colon reports on vendor lists but was not present
    - Asked Josh Moreau to review
- Josh Moreau:
  - 3% increase for staff approved and aligned to the DOE
  - Budget to be approved
  - Will meet with Finance Committee over the summer
  - Enrollment will be reviewed

- Comfortable with numbers
- Thoughtful and mindful of DOE and rising costs maintaining a competitive edge
- Natalie Thompson agreed and added that it reflected the hard work staff was doing
- 2024-2025 enrollment needs to be aggressive
- Assistant Principal (AP) position removed and responsibilities taken on by a teacher at a lower salary
- Connie Lobdell:
  - Accountability Dashboard – Not much has changed
  - Had Open House, and another Open House will be scheduled
  - Living Environment and Algebra Regents were administered and was being scored
  - 8<sup>th</sup> grade students have graduated and no longer attending
  - Summer School – July 5<sup>th</sup>-August 5<sup>th</sup>
    - Opened to community to maintain community involvement beginning with 3<sup>rd</sup> grade
    - Instruction will take place in the morning and enrichment program in the afternoon
  - Diagnostic and reading inventory will be reported along with regents results at next Board meeting
  - High School Placement information requested by Karen Bhatia
    - 100% of graduating students have been placed
    - There are students who will be reconsidering placement based on transportation
  - Brandon Hicks Scholarship presented at graduation
  - Several parents requested that their children repeat grade in 6<sup>th</sup> and 7<sup>th</sup> grades
- All Board members expressed their good wishes to both Natalie Thompson and Kevin Murungi

**Board Motions and Approvals**

1. Motion to approve May 25<sup>th</sup>, 2023 minutes made by Jason Caldwell, and seconded by Francesca Weindling - Board reviewed and unanimously approved.
2. Motion to approve budget made by Don Mabrey, 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 5:47 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

July 17<sup>th</sup>, 2023

Date

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*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.*



**Board of Trustees Meeting Minutes  
March 14<sup>th</sup>, 2023**

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 5:39 p.m. local time pursuant to notice duly given.

**Attendance**

- The following Trustees were present: Natalie Thompson (Video Conference), Karen Bhatia (Video Conference), Francesca Weindling (Video Conference), Don Mabrey (Video Conference), Dr. Patrick Awosogba (Video Conference), Luis Quan (Video Conference)
- The following Trustees were absent: Sandra Lugo and Don Mabrey

The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Josh Moreau, Financial Consultant; Janel Johnson, Parent; Badini Bienvenue, Student; Kadysha Morton, Student; and Reality Muhammad, Student (SGA).

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

- After noting that a quorum was present, the meeting was called to order at 5:39 p.m.
- Public Comments:
  - Reality Muhammad:
    - Concerns regarding spacing and lack of space for sports.
    - Stated school is very cramped, testing is interrupted, and MHCS does not receive the same respect the other school requests during testing.
    - Sports – more space is needed for students and staff. There are so many teams that more than one gym is needed.
    - Spacing very often affects students by being cramped up.
    - Sharing with the other school makes it hard for students.
  - Kadysha Morton:
    - There are so many scholars in one space.
    - During transitioning, students bump into each other and shove because the halls are full.
    - Classrooms are very small and not big enough.
    - A bigger space will be better with more space for classes.
  - Janel Johnson:
    - Her son shares with her that spacing is not enough to run and play sports.
    - Likes the school but the spacing is not giving children proper space to grow.
    - Some of the children, like her son, are big. He wears a size 12 shoe and is 6 feet tall.
    - Her son and the two young ladies have expressed they have to be here and cope with the conditions, and try to feel good in their surroundings.
  - Badini Bienvenue:
    - One of the most noticeable issues is the small annex building.
    - Space is being shared and there is not enough space.
    - Would like to have clubs, but there are not enough classrooms.
    - The gym is very small and affects the abilities of the activities in sports.
    - The annex is very hot and results in scholars and staff getting headaches.
    - Natalie Thompson asked “What solution do you think would help?” and Badini Bienvenue responded “The space is what needs to be changed. A bigger building would be what we need!”
- Josh Moreau:
  - Financial Update

- Natalie Thompson has been in discussions with Josh Moreau regarding Signature Bank issues and asked if they were in a good place, and Josh Moreau responded that they were in a good place.
- Meeting with Connie Lobdell and Yvette Colon the following week to review budget.
- Intent to Return will be going out the beginning of April.
- Will review the increases of staff as last year for review and approval by June.
- Per pupil increase is being looked at as 2.5%. Collection should not drag too far into the year.
- Natalie Thompson - The Finance Committee will be meeting with Josh Moreau over the next few days.
- Karen Bhatia asked if most of the school's monies were with Signature Bank. Josh Moreau responded that monies have been moved since keeping multiple accounts helps the school. Chase Bank account is active, and are able to move the monies.
- Natalie Thompson - There is a need to diversify a little bit more with Finance Committee and share out.
- MHCS has protection and are in good shape.
- Natalie Thompson – May come back to the Board with financial information for responses that will need a quick turnaround.
- Connie Lobdell:
  - Ms. Kero and Mr. Tavaréz are no longer with the school.
  - Spreading the math teachers across classes.
  - Dr. Awosogba asked what is meant by spreading them out. Connie Lobdell explained that the classes are doubled up with teachers and mathematics is covered and they are in a good place.
  - Since there are new Board members wanted to explain the benchmarks.
  - The state will come half way through the term and need to show we are part of the community and partaking.
  - Dr. Richard Izquierdo Health & Science Charter School is in the building this evening partaking in the Parent-to-Parent meeting, showing them that MHCS is part of the community and so are they.
  - Grants are supporting the large sports program being run this year.
  - Food pantry addresses the cost of food and shows support for the community. The school has begun collecting food items.
  - Karen Bhatia asked about home visits. Connie Lobdell informed that staff have begun going out on home visits and they were able to see how scholars are living.
  - Teachers scored ELA mock.
- Natalie Thompson:
  - Approval of February 16<sup>th</sup>, 2023 Board Meeting Minutes.
  - In contact with the state.
  - Email is out for a call with the state to find out when there will be a liaison.
  - Will share CAP completion and relevant information they need so that it does not impact the school for renewals.
  - Trying to understand what has changed regarding concerns for space arising now when there have been 275 enrollments previously.
- Dr. Patrick Awosogba:
  - How can space planning be revisited with P.S. 63?
  - Natalie Thompson asked if a meeting with the principal could be arranged.
  - There is supposed to be a monthly meeting with the principal. Have they occurred?
  - Natalie Thompson wanted to know if space planning meetings were happening.
  - Connie Lobdell can call him for support with P.S. 63.
  - Natalie Thompson suggested Dr. Awosogba and Connie Lobdell meet with the principal of P.S. 63.
- Yvette Colon:
  - Reviewed Accountability Dashboard
  - Will be sending the Board High School results.
  - Jason Caldwell said he would be open to travel to Pennsylvania for sport materials pick up from the Level the Playing Field Grant.
- Karen Bhatia:
  - May 6<sup>th</sup>, 2023 is Global Day of Service and asked if people would be interested in committing to volunteer service.
  - Board can come out and participate.
  - Career Day – share experiences of college and work, navigating the college process.

- Volunteer mentorship – sitting and working one on one. She can show past blurbs to consider for review.

**Board Motions and Approvals**

1. Motion to approve February 16<sup>th</sup>, 2023 minutes made by Karen Bhatia, and seconded by Luis Quan - Board reviewed and unanimously approved.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:32 p.m.

Respectfully submitted,  
Sandra Lugo, Secretary

APPROVED:  
Sandra Lugo  
Name



Signature

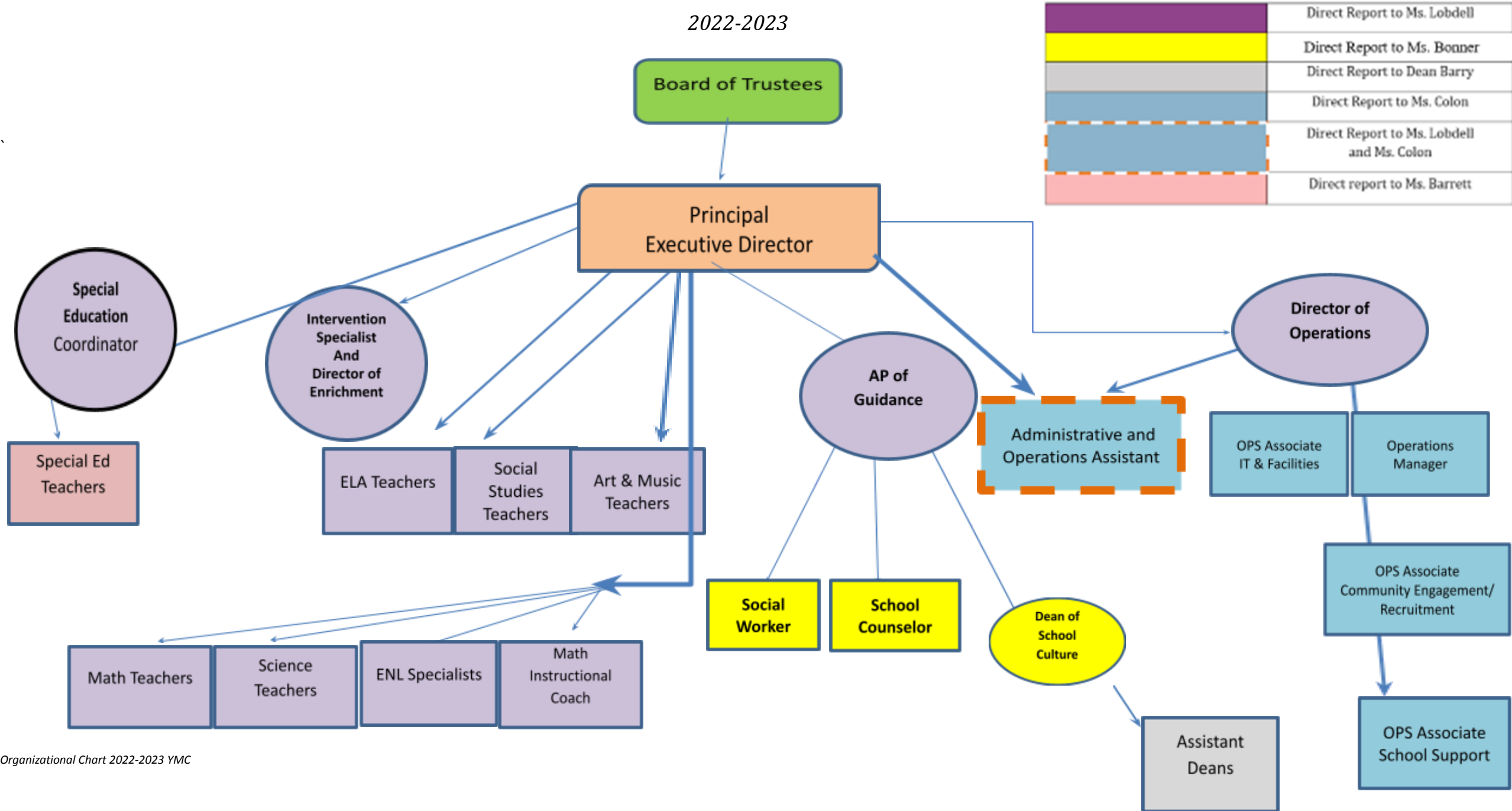
April 20<sup>th</sup>, 2023

Date

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# Mott Hall Charter School – Organizational Chart

2022-2023





**Color Codes (Códigos de colores)**

**YELLOW(Amarillo)**- State Testing(Exámenes estatales)

**TURQUOISE (Turquesa)** - School Closed

**LIGHT PURPLE(Púrpura Claro)** -Early Release at 1:30 (Salida temprana a la 1:30)

**RED(Rojo)**- School resumes after a break (La escuela se reanuda después de un receso)

**BLUE (Azul)** -Senior Activities

**PURPLE(Púrpura)**- Curriculum Night (Noche de currículo y registro de padres)

**ORANGE(Naranja)**- Last day for teachers

See above for last day for 8th Grade, 6th/7th Grade, SCT, and Teachers

Calificaciones Ver arriba para el último día para 8 ° grado, 6 ° / 7 ° grado, SCT y maestros

**Dates Subject to Change (Fechas sujetas a cambios)**

**2022-2023 Calendar**

July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
														<b>17 days</b>						
October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
<b>19 days</b>							<b>18 days</b> <b>END of MP 1 November 11</b> November 8 <sup>th</sup> Asynchronous Day School Building CLOSED							<b>17 days</b>						
January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
<b>20 days</b> <b>END of MP2 January 27</b>							<b>15 days</b>							<b>23 days</b>						

April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30							<b>17 days</b>							<b>18 days END of MP 4 June 23</b>						
<b>16 days END of MP 3 April 14</b>																				

**List of Dates and Times(Lista de fechas y horas)**

<p>September 1 - Staff Reports  September 2 - Staff PL  September 6th- 6th grade begins  September 7th- 7th grade begins  September 8th - 8th grade begins  September 9th - All Students  September 14 - Curriculum Night  September 26-27 - Rosh Hashanah</p> <p>October 5- Yom Kippur School Closed  October 10 - Indigenous Day</p> <p>November 8 - Election Day Asynchronous for Students  Professional Learning Day for Staff  November 11 - School Closed/Veterans Day  November 17 - Parent Check Ins  November 23 - Early Release, 1:30  November 24 and 25 - School Closed/Thanksgiving Break</p> <p>December 23 1:30pm Dismissal  December 24 - January 2 - School Closed</p> <p>January 4 - School Resumes for Students  January 16 -School Closed/Martin Luther King, Jr. Day  January 24-27 Regents Administration</p> <p>Feb 9 - Q2 Parent Check In  February 20-24 - Mid-Winter Break  February 27-School Resumes</p> <p>April 19-20 - State ELA Testing  April 6-7 School Closed, Good Thursday &amp; Friday  April 10- School Closed, Easter Monday  April 11- School Resumes  April 21- School Closed Eid al-Fitr  April 28- Senior Trip</p> <p>May 2-4 State Math Testing  May 8-12 Spring Break, School Closed  May 19- Senior Dance  May 29 - School Closed/Memorial Day</p> <p>June 14 Last Day for 8th Grade  June 17- 8th Grade Graduation  June 19 - School Closed, Juneteenth Day  June 27 - Last Day Grade 6 and 7  June 29 - Last Day of School for Teachers</p> <p><b>TBD/Tentative Dates</b>  8th Grade Awards -</p>	<p>1 de septiembre - Informes del personal  2 de septiembre - PL del personal  6 de septiembre: comienza el 6.º grado  7 de septiembre: comienza el 7.º grado  8 de septiembre: comienza el 8.º grado  9 de septiembre: todos los estudiantes  14 de septiembre: Noche de currículo  26 y 27 de septiembre: Rosh Hashaná</p> <p>5 de octubre: Yom Kippur Escuela cerrada  10 de octubre - Día indígena</p> <p>8 de noviembre - Día de las elecciones Día de aprendizaje profesional  No hay estudiantes  11 de noviembre - Escuela cerrada/Día de los veteranos  17 de noviembre - Registro de los padres  23 de noviembre - Salida temprano, 1:30pm  24 y 25 de noviembre - Escuela cerrada/Descanso de Acción de Gracias</p> <p>23 de diciembre Salida a la 1:30pm  24 de diciembre - 2 de enero - Escuela cerrada</p> <p>4 de enero - Reanudación de la escuela para los estudiantes  16 de enero - Escuela cerrada/Día de Martin Luther King, Jr.  24-27 de enero Administración de Regents</p> <p>9 de febrero - Q2 Registro de padres  20 de febrero- 24 - Vacaciones de mediados de invierno  27 de febrero - Reanudación de clases</p> <p>19-20 de abril - Exámenes estatales de ELA  6 y 7 de abril Escuela cerrada, jueves y viernes buenos  10 de abril - Escuela cerrada, lunes de Pascua  11 de abril - Reanudación de clases  21 de abril - Escuela cerrada, día de Eid al-Fitr</p> <p>28 de abril - Viaje de los graduandos</p> <p>2 al 4 de mayo - Exámenes estatales de matemáticas  8-12 mayo - primavera descanso escolar, escuela cerrada  19 de mayo- Fiesta de los Graduandos  29 de mayo - Escuela cerrada/Día conmemorativo</p> <p>14 de junio - Último día de clases para el 8.º grado  17 de junio - Graduación del 8.º grado  19 de junio - Escuela cerrada, día de Juneteenth  27 de junio - Último día de los grados 6 y 7  29 de junio - Último día de clases para maestros</p> <p><b>TBD/fechas tentativas</b> Premios de 8.º grado -</p>
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