

Application: Mott Hall Charter School

Connie Lobdell - clobdell@motthallcs.org
2023-2024 Annual Report

Entry 1 – School Information and Cover Page

Completed - Jul 23 2024

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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

MOTT HALL CHARTER SCHOOL 800000071085

b. Unofficial or Popular School Name

(No response)

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 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 5 2012

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 that 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 ongoing 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 ongoing parent support groups.

h. School Website Address

<https://www.motthallcs.org/>

i. Total Approved Charter Enrollment for 2023-2024 School Year

210

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

188

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

6

7

8

I. Charter Management Organization/Educational Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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 Ave, 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	Executive Director/Prinicpal	718-991-9139	347-602-1510	clobdell@motthallcs.org
Operational Leader	Erica Flores	Interim Operations Manager	718-991-9139	646-288-5307	eflores@motthallcs.org
Compliance Contact	Connie Lobdell	Executive Director/Prinicpal	718-991-9139	347-602-1510	clobdell@motthallcs.org
Complaint Contact	Connie Lobdell	Executive Director/Prinicpal	718-991-9139	347-602-1510	clobdell@motthallcs.org
DASA Coordinator	Jennifer Melendez	Assistant Principal	718-991-9139	347-720-0984	jmelendez@mott hallcs.org
Phone Contact for After Hours Emergencies	Connie Lobdell	Executive Director/Prinicpal	718-991-9139	347-602-1510	clobdell@motthallcs.org

m1b. Is site 1 in public space or in private space?

Public Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Co-Located with a District School

m1d. 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

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

n/a

o1. Total Number of School Calendar Days

180

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	20
February 2024	16
March 2024	20
April 2024	20
May 2024	15
June 2024	16
July 2023	0
August 2023	0
September 2023	18
October 2023	21
November 2023	19
December 2023	15

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

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

Does the school have any material or non-material revisions approved or pending?

Yes

p2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	A revision was requested by this charter school to decrease its authorized enrollment from the currently approved 280 students to 210 students.		01/23/2024
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	Executive Director/Principal
Phone/Extension	718-991-9139
Email	clobdell@motthallcs.org

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 7 (Employee Fingerprint Requirements Attestation):

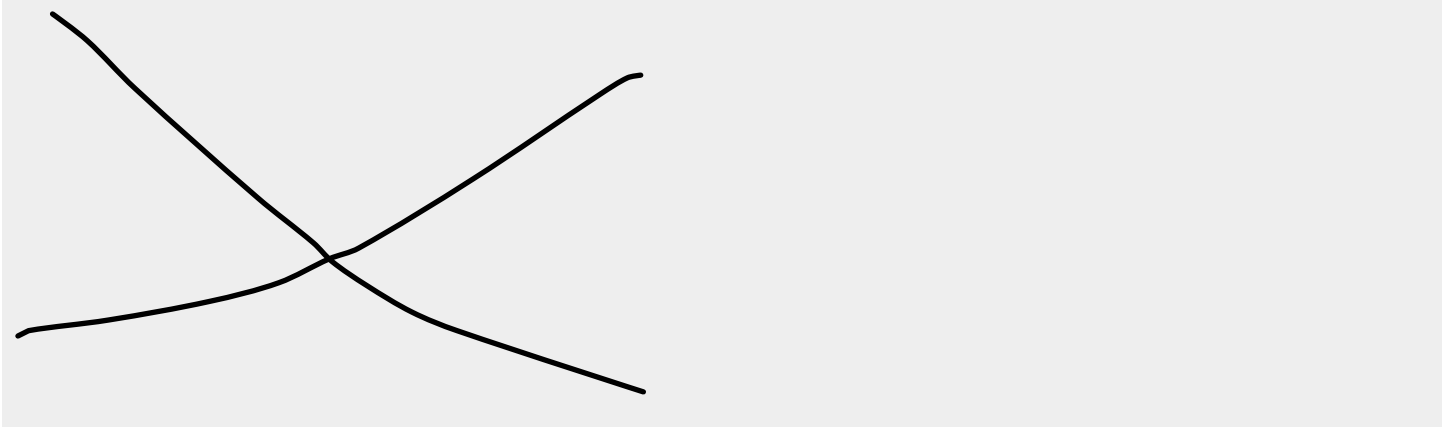
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

Yes

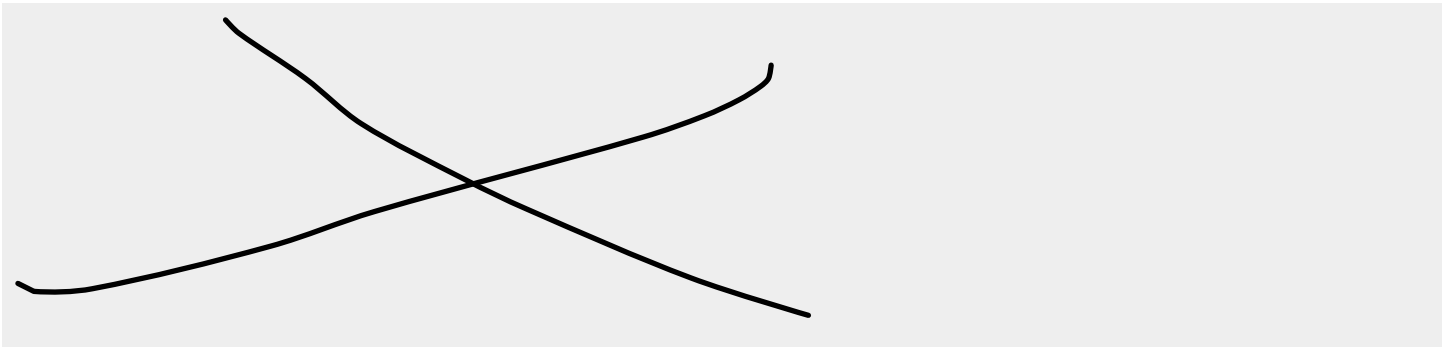
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Date

Jul 8 2024

Thank you.



Entry 2 – Links to Critical Documents on School Website

Completed - Jul 23 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;^[2] (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
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., Report when financials have been submitted in November.)

^[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: Mott Hall Charter School

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://www.motthallcs.org/
2. Board meeting notices, agendas and documents	https://www.motthallcs.org/
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://www.motthallcs.org/
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.motthallcs.org/
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.motthallcs.org/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.motthallcs.org/
6. Authorizer-approved FOIL Policy	https://www.motthallcs.org/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.motthallcs.org/

Thank you.



Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 23 2024

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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.

[Disclosure of Financial Interest by a Current or Former Trustee](#)

Filename: Disclosure_of_Financial_Interest_b_6WZmnrP.pdf Size: 593.8 kB

Entry 4 – Board of Trustees Membership Table

Completed - Jul 23 2024

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 4 – Board of Trustees Membership 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

1. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
1	Patrick Awosogbaba	PAwosogba@mottahallsta.org	Chair	Executive, Finance & Audit	Yes	2	02/16/2023	02/16/2026	11
2	Karen Bhatia	karen.bhatia@gmail.com	Vice Chair	Executive, Finance & Audit	Yes	3	6/14/2024	06/14/2027	12
3	Sandra Lugo	maeztra130@gmail.com	Secretary	Secretary	Yes	3	6/14/2024	6/14/2027	11
4	Jason Caldwell	jason_caldwell@horacemanna.org	Trustee/Member	None	Yes	3	4/17/2024	4/17/2027	7
5	Francesca Weindling	francesca.weindling@nuveen.com	Trustee/Member	None	Yes	3	4/17/2024	4/17/2027	9
6	Luis Quan	lquan@schools.nyc.gov	Trustee/Member	None	Yes	2	02/16/2023	02/16/2026	5 or less
7	Don Mabrey	don.mabrey@gmail.com	Trustee/Member	None	Yes	2	02/16/2023	02/16/2026	9
8	Lynn James	Ltumbull@newpathwaysacademy.org	Trustee/Member	None	Yes		02/27/2024	02/27/2027	

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

No

2. Number of board meetings conducted in 2023-2024

12

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	8
b. Total number of Voting Members added during the 2023-2024 school year	1
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	8

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minutes set by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	2

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Jul 23 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

[January 23rd, 2024 Board of Trustees Meeting Minutes \(1\)](#)

Filename: January_23rd_2024_Board_of_Trustee_Z69fqM6.pdf Size: 281.7 kB

[August 23rd, 2023 Board of Trustees Meeting Minutes](#)

Filename: August_23rd_2023_Board_of_Trustees_FQxRAfa.pdf Size: 287.4 kB

[June 18, 2024 Agenda MHCS BOT Meeting - Google Docs](#)

Filename: June_18_2024_Agenda_MHCS_BOT_Meeti_wq9SUo5.pdf Size: 558.4 kB

[February 27th, 2024 Board of Trustees Meeting Minutes](#)

Filename: February_27th_2024_Board_of_Truste_wrttl1b.pdf Size: 288.7 kB

[July 17th, 2023 Board of Trustees Meeting Minutes \(1\)\(1\)](#)

Filename: July_17th_2023_Board_of_Trustees_M_qBJTmZM.pdf Size: 285.9 kB

[December 18th, 2023 Board of Trustees Meeting Minutes \(2\)](#)

Filename: December_18th_2023_Board_of_Truste_pEZcU8x.pdf Size: 241.9 kB

[March 19th, 2024 Board of Trustees Meeting Minutes](#)

Filename: March_19th_2024_Board_of_Trustees__LhteRrd.pdf Size: 338.9 kB

[MHCS Board April Meeting Agenda 4 16 24](#)

Filename: MHCS_Board_April_Meeting_Agenda_4__SPBpcMB.pdf Size: 432.6 kB

[October 11th, 2023 Board of Trustees Meeting Minutes](#)

Filename: October_11th_2023_Board_of_Trustee_iYVwdfY.pdf Size: 340.2 kB

[November 29th, 2023 Board of Trustees Meeting Minutes \(1\)\(1\)](#)

Filename: November_29th_2023_Board_of_Truste_GolJA4z.pdf Size: 263.7 kB

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

Filename: September_16th_2023_Board_of_Trust_6GSut6y.pdf Size: 199.6 kB

Entry 6 – Enrollment & Retention

Completed - Jul 23 2024

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***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 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>We have actively encouraged students with IEPs to register at our school and offer support to families as needed. We obtained a school trip nurse for a student with diabetes to enable him to go on school trips.</p>	<p>In the fall we will offer ICT, SETSS, and a 12:1:1 self-contained class as well as counseling provided by an agency provider and Speech provided by an RSA provider in-house. We have actively sought students with IEPs in multiple schools and middle school fairs.</p>
English Language Learners	<p>In the 2023-2024 school year, Mott Hall Charter School employed a multi-faceted recruitment strategy to attract new students. The school focused on targeted outreach by engaging local communities through diverse methods, including online platforms, community centers, and direct mail campaigns. Regular school tours, open houses, and virtual information sessions were organized to provide prospective families with opportunities to learn about the school's curriculum and meet the staff. Additionally, participation in local fairs and community events helped to increase the school's visibility and engagement with potential students and their families.</p> <p>Partnerships played a crucial role in the recruitment efforts. Mott Hall collaborated with local organizations, religious institutions, and after-school programs to reach a wider audience. Relationships with feeder elementary schools were strengthened to ensure a steady pipeline of students. Marketing</p>	<p>For the 2024-2025 school year, Mott Hall Charter School plans to expand and refine our recruitment efforts to attract a diverse and engaged student body. We will continue to leverage a multi-channel approach, utilizing online platforms, community events, and direct mail campaigns to reach prospective families. Additionally, we will increase our presence on social media by creating engaging content that highlights our school's unique programs, success stories, and community involvement.</p> <p>We aim to strengthen our partnerships with local organizations, feeder schools, and community leaders to broaden our outreach. By collaborating with community centers, religious institutions, and local businesses, we will create a network of support that encourages families to consider Mott Hall Charter School for their children's education. Open houses, school tours, and information sessions will be held regularly, both in person and virtually, to</p>

	<p>efforts were robust, utilizing social media campaigns, printed materials, and targeted online advertising to effectively communicate the school's unique selling points and achievements. Despite budget constraints, the school maximized free and low-cost marketing avenues and leveraged the power of word-of-mouth campaigns through its engaged school community.</p> <p>These comprehensive recruitment efforts resulted in increased enrollment compared to the previous year, a more diverse student body, and strengthened community ties. Additionally, the school created an ESL adult class for the student's parents and the community, as well as a civics class for adults needing assistance with their citizenship exams. The school faced challenges such as competition with other educational institutions and limited marketing budgets but successfully addressed these by emphasizing personalized education and maximizing low-cost outreach methods. Moving forward, Mott Hall Charter School plans to continuously improve its recruitment strategies by analyzing the effectiveness of current efforts and implementing feedback from new families to refine future tactics.</p>	<p>accommodate different preferences and schedules, allowing families to experience our school's environment firsthand.</p> <p>Recognizing the importance of inclusivity, we will enhance our efforts to reach underrepresented populations, including English as a New Language (ENL) families. We plan to offer multilingual marketing materials and interpretation services during recruitment events to ensure clear communication. Additionally, we will continue to provide specialized support programs, such as ESL classes for parents and community members, to demonstrate our commitment to the entire family's well-being and educational success. Through these comprehensive and inclusive recruitment strategies, we aim to attract a vibrant and diverse student community for the 2024-2025 school year.</p>
Economically Disadvantaged	To ensure strong recruitment, Mott Hall 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	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 23-24 School Year

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. 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. 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 local businesses and community centers.

Parents from all District 9 elementary schools are invited to attend open house events. 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 how they can apply. MHCS has developed relationships with schools both in District 9 and in the surrounding Districts. Numerous parent assemblies and community gatherings were held to ensure community awareness, invite the community to participate in school wide events, including Parent to Parent meetings, with a focus in Social Emotional Support 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 community residents. 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 York City Housing Authority (NYCHA) buildings. MHCS also ensured a Thanksgiving Dinner was available to those in our community in need. Mott Hall Charter School has partnered with the local businesses to engage students and families and encourage community collaborations.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>We provided ICT services as mandated, SETSS support to students struggling in the ICT class as well as those mandated for the service. We also provided both mandated and at-risk counseling services in-house. Speech service was provided through an RSA provider who came to the school. Parent assistance with the IEP process. All students were both encouraged and eligible to join the teams at the school.</p>	<p>Developing a comprehensive plan including project-based learning for our classes to continue their success. All services will be provided, as mandated, for IEP students at the school. We have added additional extracurricular activities to motivate the students.</p>
English Language Learners	<p>Mott Hall Charter School implemented targeted academic support specifically designed for our English as a New Language (ENL) students. We hired additional ENL-certified teachers and provided ongoing professional development to all staff on effective strategies for supporting English language learners. Customized lesson plans, bilingual instructional materials, and after-school tutoring sessions were introduced to help ENL students overcome language barriers and succeed academically.</p> <p>To create an inclusive environment, we expanded our extracurricular offerings to include activities that celebrate the diverse cultures of our ENL population. Cultural clubs, language exchange programs, and multicultural events were organized to allow students to share their heritage and learn about others. These activities helped foster a</p>	<p>For the 2024-2025 school year, Mott Hall Charter School is committed to strengthening our retention efforts by fostering an inclusive and supportive environment that meets the diverse needs of our student body. Our primary focus will be on enhancing academic support and personal development programs. We will introduce additional tutoring services, after-school programs, and mentorship opportunities to ensure that all students, particularly those at risk of falling behind, receive the necessary resources and guidance to succeed.</p> <p>To further support our English as a New Language (ENL) students and their families, we will continue to expand our culturally responsive programs and services. This includes offering tailored academic support, such as bilingual instructional materials and specialized classes, to help ENL</p>

	<p>sense of belonging and community among ENL students, encouraging them to stay engaged and connected to the school.</p> <p>Understanding the importance of family involvement in student success, Mott Hall Charter School enhanced its engagement with the families of ENL students. We provided translated materials and interpretation services during parent-teacher conferences, school meetings, and events. Additionally, we created an ESL adult class for the parents of ENL students, as well as a civics class to assist those preparing for their citizenship exams. These initiatives not only supported the parents' language and civic knowledge but also strengthened the partnership between the school and ENL families, contributing to a supportive network that promotes student retention.</p> <p>These targeted efforts helped create a supportive and inclusive environment for our ENL students, addressing their unique needs and promoting their academic and social integration. By continuously evaluating and refining our strategies, we aim to ensure the ongoing success and retention of our ENL population at Mott Hall Charter School.</p>	<p>students overcome language barriers. Additionally, we will strengthen our family engagement initiatives by providing translation services and hosting workshops that address the unique challenges faced by ENL families, ensuring they feel connected and supported within the school community.</p> <p>Building a strong school culture will also be a key element of our retention strategy. We plan to create more opportunities for student engagement through extracurricular activities, leadership programs, and community service projects. By fostering a sense of belonging and pride in the school, we aim to create a positive and engaging environment where students are motivated to stay and thrive. Regular feedback from students, parents, and staff will be collected to continually assess and improve our retention initiatives, ensuring that we meet the evolving needs of our school community.</p>
Economically Disadvantaged	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.	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

Outreach was made to local shelters, clinics, libraries, food banks, and community centers about Mott Hall's educational programs.

We have partnered with our share space school, PS 63 for clothing and food drives.

schools in District 9 and out of district to ensure schools are aware of our program. Contact will be made with Community-Based Organizations (CBOs) and an admission flyer will be sent for distribution to families.

Admissions information will also be sent to local shelters, clinics, churches, libraries, and food banks. MHCS will nurture relationships with community schools and local businesses.

Numerous parent assemblies 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 is 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.

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 texts, and participate in Facebook and Instagram to keep the community engaged in conversations and to inform families of the Mott Hall admission 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 community board to engage students and families and

encourage community collaborations. Scheduled internal and external information sessions will be held at elementary schools and community-based organizations in Bronx, NY. MHCS has also expanded our after-school 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, and holiday events connecting with PS 63 families.

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Jul 23 2024

Entry 7 – Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] 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] 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. 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](#).

Attestation

Responses Selected:

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

Entry 8 – Organization Chart

Completed - Jul 23 2024

[Instructions](#)

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

Upload the 2023-2024 **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.

[Table of Organization 2023-24](#)

Filename: Table_of_Organization_2023-24.docx_2.pdf Size: 161.4 kB

Entry 9 – School Calendar

Completed - Jul 23 2024

[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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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.

Sample Calendar:

12 Month Calendar 2021-2022
184 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January (20)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February (15)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

September (18)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

March (23)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October (20)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (15)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November (18)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (21)

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

December (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June (17)

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd
 Early Dismissal Days
 Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)
 Regents and School-level Exams

September 8, 2021 All Grade Levels Report
 June 24, 2022 - Last Day of School

[SY 2023-2024 Calendar](#)

Filename: SY_2023-2024_Calendar.docx_1.pdf Size: 104.1 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Jul 23 2024

[INSTRUCTIONS](#)

Required of Regents, NYCDOE, and Buffalo BOE-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 2023-2024 school year).

Use of the 2023-2024 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 NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
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 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
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	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[faculty-staff-roster](#)

Filename: faculty-staff-roster.xlsx Size: 27.5 kB

Entry 11 – Progress Toward Goals

Incomplete

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 **no later than 11:59 PM on September 16, 2024**.

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 11:59 PM on November 1, 2024.**

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

Entry 11 – 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, 2024.

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, 2024.**

2023-2024 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				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2023-2024 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 Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
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Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

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”.

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 12 – Audited Financial Statements

Incomplete

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 11:59 PM on November 1, 2024**. **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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

Entry 12b – Audited Financial Report Template (BOR)

Incomplete

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 [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

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

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

Entry 12c – Additional Financial Documents

Incomplete

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Entry 12d – Financial Contact Information

Incomplete

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

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 13 – Fiscal Year 2024-2025 Budget

Completed - Jul 23 2024

SUNY-authorized charter schools should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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 Final2024-2025ARBudgetTemplate FY24 \(6](#)

Filename: MHCS_Final2024-2025ARBudgetTempla_T55sMWc.xlsx Size: 167.6 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

Trustee Name:

Sandra Lugo

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.).

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

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

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

Business Address:

N/A

E-mail Address:


Maeztra

Home Telephone:

(917) 842-5123

Home Address:

1003 Sackett Avenue


Connie Lobue (Jul 10, 2024 10:35 EDT)

Jul 10, 2024

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

January 23rd, 2024

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 via video conferencing: Dr. Patrick Awosogba, Karen Bhatia, Francesca Weindling, Sandra Lugo
- The following trustees were absent: Luis Quan, Don Mabrey and Jason Caldwell
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Jennifer Melendez, Assistant Principal; and Josh Moreau

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:30 p.m.
- No public with comments.
- Dr. Patrick Awosogba:
 - Opened the meeting.
 - Approval of December 18th, 2023, Board meeting minutes.
 - Connie Lobdell will have an action plan for the first week of January which she will share with Dr. Patrick Awosogba.
 - Board Meeting Calendar
 - Need to calendar board meetings so that there is quorum.
 - Next Meeting – Action Plan for Reteaching and Focusing on Low Standards
- Jennifer Melendez:
 - NYS ELA and Math CBT simulation completed in January.
 - CBT Science simulation will be administered.
 - Formal observations are currently underway.
 - 7th and 8th grades are done.
 - 6th grade will be done by the end of week (1/26/24).
 - ELA iReady data and baseline data show growth.
 - Math iReady data and baseline data show growth.
- Dr. Patrick Awosogba:
 - Called for a motion to adjourn the meeting.
 - Motion was made by Francesca Weindling and seconded by Karen Bhatia – Board reviewed and unanimously approved.

Board Motions and Approvals

1. Motion to approve December 18th, 2023, minutes made by Karen Bhatia, and seconded by Sandra Lugo - Board reviewed and unanimously approved.
2. Motion to adjourn made by Francesca Weindling 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 6:16 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



January 23rd, 2024
Date

All trustee meetings for Mott Hall Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in the executive session.



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

August 23rd, 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 5:00 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Karen Bhatia (Video Conference), Sandra Lugo (Video Conference), Dr. Patrick Awosogba (Video Conference), Jason Caldwell (Video Conference), and Don Mabrey (Video Conference)
- The following trustees were absent: Luis Quan and Francesca Weindling
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; Nicole Mena, Administrative Assistant; and Josh Moreau

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:00 p.m.
- No public with comments.
- Karen Bhatia:
 - Opened the meeting.
 - Approval of July 17th, 2023, Board meeting minutes.
 - Operations Manager position
 - Operations Department – possibility of outsourcing
 - Capacity for 7th and 8th grades
 - Updates on enrollment
 - School visit next week to meet with Operations team with Sandra Lugo
 - Board retreat on Saturday, September 16th, 2023, 10:00 a.m.-2:00 p.m.
 - Create committees, etc.
 - Email if there’s anything that might need to be added to retreat agenda.
 - Possible board meeting on same day
- Connie Lobdell:
 - Operations Department
 - Where department was, and what support is needed.
 - Compensation for Operations team
 - Operations Manager – support in developing leadership skills
 - Operations Team responsibilities and expectations chart

- Identified individuals responsible: Director of Operations (DOO), Operations Manager, Facilities and IT Support, Family Engagement, Operations Assistant, Administration Assistant/Operations Assistant
 - All purchases by staff will need prior approval. Receipts submitted will not be reimbursed without prior approval.
 - 7th and 8th grades are not at capacity.
 - Enrollment usually increases at the beginning of the school year as seen in previous years.
 - Meeting with new state liaison, Dr. LaToya Johnson
- Nicole Mena:
 - Everything in the Operations Department is running well.
 - Structured system in place
 - No issues
 - As per previous board meeting, busing was discussed with shelters and there was a positive response.
 - Many 6th grade families are moving to New Jersey and are unable to commute to attend school.
 - Many applications have come in but supporting documentation is needed.
 - Many applications for 7th and 8th grade.
 - A number of the students enrolled came from Success Academy due to lack of services.
- Josh Moreau:
 - Ongoing audit – will be able to inform board on finances by 11/1/2023.
 - DOO position
 - Schools with similar numbers as Mott Hall do not have a DOO.
 - Everything is running status quo; a DOO is not necessary at this time.
 - Revisit after October if enrollment increases.
 - The school can function with an operations manager with a possible increase in salary.
 - As of this date everything is even keeled but will revisit after October 15th, 2023.

Board Motions and Approvals

1. Motion to approve July 17th, 2023, minutes made by Jason Caldwell, and seconded by Don Mabrey - 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

September 16th, 2023
Date

All trustee meetings for Mott Hall Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to

two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in the executive session.



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

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.

Board of Trustees Meeting Agenda -Annual Meeting - June 18, 2024

5:30 pm-7:00 pm

- 1) **Call to order**
- 2) **Public Comment**
- 3) **Items for Approval/Signature**
 - a. Approval of Prior Minutes [May Board Minutes](#)
 - b. Approval of Finance Committee Recommendations - Budget and Vendor Contracts
- 4) **Board Discussion**
 - b. Financial Statements
 - c. Grants -ESSER 2 and ARP
 - d. Self Evaluation for Renewal
- 5) **Committee and Task Force Updates**
 - c. Executive Committee
 - i. Board candidate update
 - d. Finance and Audit Committee
- 6) **Adjournment**

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MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes February 27th, 2024

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

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:32 p.m.
- No public with comments.
- Dr. Patrick Awosogba:
 - Opened the meeting.
 - Approval of January 23rd, 2023, Board meeting minutes.
 - Approval of proposed new board member, Lyne James.
- Josh Moreau:
 - Next year’s budget plan
 - Connie Lobdell sent Action Plan
 - Reduced enrollment number – enrollment of 185 students for 2024-2025
 - Previous year’s enrollment 222
 - Staff reductions align to present numbers.
 - Approximately 75% of the cost is personnel (43) which works due to not paying for facilities.
 - High cash reserve
 - Connie Lobdell asked what impact fifth grade would make.
 - Adding a fifth grade will take enrollment to where it was previously.
 - Need to continue providing competitive salaries.
 - Only for reduction is with staff.
 - Can petition and make argument for space from the DOE due to lack of rooms at present time.
 - Don Mabrey has information for a private space if adding a fifth grade.
 - Will need to work on a revised budget document.
 - Will meet with Finance Committee and look at different scenarios. Will reconcile calendar to enable an in-person meeting with Finance Committee.
 - A new facility would not be viable until September 2025, coinciding with renewal.
 - School is doing the Summer Boost program.
 - Connie Lobdell to look at grants, programs, and other resources to cover summer school.
- Connie Lobdell:
 - Many of the families are leaving the area.
 - Changes in the environment after COVID have contributed to the reduction in enrollment.
 - Families moving away who no longer want to live in the neighborhood and leaving NYC.
 - Teachers are covering different classes maximizing the use of staff.

- Would like the board to help with recruitment.
- Dr. Patrick Awosogba:
 - Will reach out to the DOE for locations in a DOE building.
 - Numbers for action plan should match.
 - The Finance Committee will need to go over the finances.
 - Further discussions about the budget are needed:
 - How many students per grade?
 - Continue to work with enrollment number of 185 for now.
 - Need to streamline the budget.
 - With new space might be able to add a fifth grade.
 - Will need a revised budget document.
 - Revisions of documents made by or before the next board meeting.
 - Will be looking at new facility recommended by Don Mabrey.
 - Letters from parents, if justified, should be sent to the board. If the school is managing the situation, then the board does not need to be involved.
 - Board meetings are the 3rd Tuesday of every month.
 - Next board meeting will take place on Tuesday, March 19th, 2024.
 - Called for a motion to adjourn the meeting.
 - Motion made by Sandra Lugo and seconded by Karen Bhatia – Board reviewed and unanimously approved.

Board Motions and Approvals

1. Motion to approve December 18th, 2023, minutes made by Don Mabrey, and seconded by Francesca Weindling - Board reviewed and unanimously approved.
2. Motion to approve proposed new board member, Lyne James, made by Don Mabrey, and seconded by Francesca Weindling – Board reviewed and unanimously approved.
3. Motion to adjourn made by Sandra Lugo 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

February 27th, 2024
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 comments, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in the executive session.



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

July 17th, 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: Karen Bhatia (Video Conference), Sandra Lugo (Video Conference), Francesca Weindling (Video Conference), Dr. Patrick Awosogba (Video Conference), Jason Caldwell (Video Conference), Luis Quan (Video Conference), and Don Mabrey (Video Conference)
- The following trustee was absent: Luis Quan
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; and Nicole Mena, Administrative Assistant

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:10 p.m.
- No public with comments.
- Karen Bhatia:
 - Opened the meeting.
 - Approval of June 21st, 2023, Board meeting minutes.
 - What is being done regarding recruitment?
 - Connie Lobdell:
 - Canvassing twice weekly
 - Weekly calls to parents
 - Set registration hours for the parents.
 - Incentives for parents
 - New marketing video
 - Displays at Bay Plaza, Bronx, NY
 - Postcards to parents through Staples Direct
 - Mother’s concerns from board meeting on May 25th, 2023
 - Connie Lobdell – There will be training for deans and counselors to address concerns.
- Connie Lobdell:
 - Enrollment – recommended enrollment of 240 students for 2023-2024
 - Budget will need to be reviewed again due to change in number of students expected to attend next school year.
 - Most parents have declined enrollment due to distance and commute.
 - Don Mabrey:
 - Suggested that recruitment should add the availability of buses for 6th graders who live a mile or more from the school, which may result in an increase to enrollment.

- Looking to get three (3) full classes for each grade.
- Possible use of extra room on the 5th floor for a self-contained class
- Ice Cream Event – Wednesday, July 19th from 1:00 p.m. – 3:00 p.m. Approximately 30 had RSVP'd to attend event.
- Regent Scores:
 - Algebra Regents – 36% of the students passed.
 - Living Environment – 41% of the students passed
 - Most of the 8th grade students took the regents.
- Instructional Standard Result:
 - Presented Math and ELA performance from 2022-2023 and percentages compared to the city.

Board Motions and Approvals

1. Motion to approve June 23rd, 2023 minutes made by Don Mabrey, and seconded by Jason Caldwell - Board reviewed and unanimously approved.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



Signature

August 23rd, 2023
Date

All trustee meetings for Mott Hall Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in the executive session.



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of

Trustees Meeting Minutes

December 18th, 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 5:35 p.m. local time pursuant to notice duly given.

Attendance

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

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, Dr. Patrick Awosogba called the meeting to order at 5:30 p.m.
- No public with comments.

Dr. Patrick Awosogba:

- Approval of November 29th, 2023, Board meeting minutes.
 - Motion made by Karen Bhatia and seconded by Don Mabrey
- Josh Moreau will attend the next board meeting to discuss proposal regarding the budget.
- Connie Lobdell will have an action plan for the first week of January that will be shared with Dr. Awosogba.
- Board Restructuring
 - By-laws suggest that there be nine (9) board members and currently there are seven (7) board members.
 - Any member of the board can recommend additional board members.
 - Will be making recommendations of two (2) possible board members for the board.
 - If anyone has someone in mind for the board, especially in budget and finance, a recommendation should be made.
 - We have the responsibility to nominate, remove and approve board trustees.
- DOE Office Planning
 - Need to start making the connections to expand present site or go to another site.
- Board Meeting Calendar
 - Need to calendar so that all are present and there is quorum.
 - Board meetings will be scheduled on the 3rd Tuesday of each month, and if needed for a Wednesday, can be switched.
 - Next board meeting will take place Tuesday, January 16th, 2024.
 - On-site meetings should also be held a couple of times a year.
- Trustee By-Laws
 - Discussion of Executive Committee - Chairperson, Vice Chairperson and Treasurer
 - The board also has the responsibility for oversight of the school, including hiring and compensation.
 - By-laws need to be updated.
- Website
 - Information on board members needs to be updated.

Connie Lobdell:

- First Computer Based Testing (CBT) completed. Purchased platform with similar format.
- ELA administered and first baseline taken. Math will be administered tomorrow.
- Dr. Awosogba asked if there were enough laptops.
 - There are enough laptops.
 - KAMI was used in the past and it is still in use.
- Luis Quan asked how the students were being prepared for typing.
 - Students are practicing in the CS lab.
 - Assessments are on the computer which reinforces their skills.
- NYS ELA and Math CBT simulation in January.
 - Asking those interested to register.
 - CBT simulation will also be administered for science.
 - Luis Quan is doing the same in his school.
 - Helpful data will be available.
- Formal observations are currently underway.
 - 7th grade is done, and the others will be done after the holidays.
 - Will give a good understanding of where the teachers are.

Dr. Patrick Awosogba called for a motion to adjourn the meeting. The motion was made by Don Mabrey and seconded by Karen Bhatia.

Board Motions and Approvals

1. Motion to approve November 29th, 2023, minutes made by Karen Bhatia, and seconded by Don Mabrey - Board reviewed and unanimously approved.
2. Motion to adjourn the meeting made by Don Mabrey 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 6:16 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

January 16th, 2024

Date

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MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes March 19th, 2024

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:35 p.m. local time pursuant to notice duly given.

Attendance

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

Call to order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35p.m.
- No public comments.
- Motion was made for approval of February 27th, minutes.
- Karen Bhatia:
 - Reviewed MHCS summary
 - Sandra Lugo and Francesca Weindling will review by-laws.
 - Dr. Awosogba asked about possibility of review for next board meeting.
 - Sandra Lugo needs to meet with Francesca Weindling. Will probably not be able to have review for next board meeting.
- Connie Lobdell:
 - Reviewed the budget.
 - Dr. Awosogba asked about areas not being renewed.
- Josh Moreau:
 - Bill Brinkman bills the school but school will be reimbursed by grant.
 - Forecast of budget
 - After 2023-2024, will only have Title I, II and IV
 - No renewals: Financial Literacy, Morrison Consultant Houghton Mifflin (Read 180), and Affirmed Technology
 - Substitutes will not be hired – staff will be used for coverages
 - System 44 and Read 180 not adequate for school at this time. No longer effective for school’s needs.
 - Savings: \$1,040,949.36
 - Dr. Awosogba will be meeting with Finance Committee
- Connie Lobdell reviewed enrollment and recruitment.
 - Student enrollment goals vs. current numbers

- o Student enrollment for 2024-2025
- Karen Bhatia – the need for 2 more people
 - o Finance/business background
 - o Network and fundraising with a possible overlap in real estate
- Luis Quan has network of individuals who might be able to provide financial help.
- Karen Bhatia can share description of board member responsibilities
- Don Mabrey has location to be shared. Tour needs to be scheduled.
 - o Dr. Awosogba asked that a date for a tour be scheduled.
- Karen Bhatia asked update on conversations with DOE regarding co-locations. Dr. Awosogba reached out to DOE contacts and waiting on responses.
- Luis Quan and Don Mabrey will refer students to MHCS for enrollment.
- Dr. Awosogba recommended teachers’ bios be put on school website since parents look at the website. Also, board members should have list of all board members’ contact information.
- Connie Lobdell:
 - o 10 charter schools are up for renewal.
 - o Will be sending board members framework for renewal.
 - o Authorizers will be coming in the fall.
 - o Connie Lobdell and Dr. Awosogba will join webinar on grade expansion.
 - o Special education funding to be consistent.
 - o COVID
 - o Will focus on writing renewal after state exams.
 - o Need input of treasurer in renewal writing.
- Dr. Awosogba commented on the need for quorum and attendance of board members. Is aware and appreciates that board members are volunteers.

Board Motions and Approvals

1. Motion to approve February 27th, minutes made by Francesca Weindling and seconded by Karen Bhatia - Board reviewed and unanimously approved.
2. Motion to adjourn meeting 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 6:30 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo
Name


Signature

March 19th, 2024
Date

1260 Franklin Avenue, Bronx, N.Y. 10456 Phone: 718-991-9139 Fax: 718-991-9150



**MOTT HALL
CHARTER SCHOOL**
est. 2012

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.

Annual Board of Trustees Meeting

Agenda April 16, 2024

5:30 pm-6:30 pm - In-Person/Virtual

Welcome

5:30-5:35 Public Comments

5:35 Items for approval (Action)

- Approval of March Minutes [March Minutes 2024](#)

5:40 Items for Discussion

- Finance
- Dr. Awogsoba's site visit update
- Mid-term visit
- Committees

6:00 Items to Present

- Strategic Plan (Enrollment numbers and detailed recruitment plan)
- Grade breakdown

6:15 Executive Session [if needed]

6:30 Adjourn



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes October 11th, 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 via video conference: Dr. Patrick Awosogba, Karen Bhatia, Sandra Lugo, Don Mabrey, and Jason Caldwell
- The following trustees were absent: Francesca Weindling and Luis Quan
- 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 5:35p.m.
- Connie Lobdell:
 - State of the School
- Josh Moreau – Financial Update
- Motions were made for the following:
 - Approval of September 16th, 2023 minutes
 - Appointment of Dr. Patrick Awosogba as Chairperson
 - Appointment of Karen Bhatia as Vice Chairperson
 - Continued appointment of Sandra Lugo as Secretary
 - Material change in the student enrollment from 280 to 230

Board Motions and Approvals

1. Motion to approve September 16th, 2023 minutes made by Don Mabrey and seconded by Sandra Lugo - Board reviewed and unanimously approved.
2. Motion to appoint Dr. Patrick Awosogba as Chairperson made by Don Mabrey and seconded by Karen Bhatia – Board reviewed and unanimously approved.
3. Motion to appoint Karen Bhatia as Vice Chairperson made by Jason Caldwell and seconded by Sandra Lugo – Board reviewed and unanimously approved.
4. Motion for continued appointment of Sandra Lugo as Secretary made by Karen Bhatia and seconded by Dr. Patrick Awosogba – Board reviewed and unanimously approved.
5. Motion for material change in the student enrollment from 280 to 230 students made by Karen Bhatia and seconded by Don Mabrey.

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

November 29th, 2023
Date



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees

Meeting Minutes

November 29th, 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 via video conferencing: Dr. Patrick Awosogba, Karen Bhatia, Sandra Lugo, Francesca Weindling, and Don Mabrey
- The following trustees were absent: Luis Quan and Jason Caldwell
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director

Call to Order, Public Comment and Board Discussion

After noting that a quorum was present, Dr. Patrick Awosogba called the meeting to order at 5:35 p.m.

Dr. Patrick Awosogba:

- Approval of October 11th, 2023, Board meeting minutes.
 - Motion made by Sandra Lugo and seconded by Karen Bhatia
- Approval for a material change in the student enrollment of Mott Hall Charter School from 280 students to 210 students.
 - Motion made by Karen Bhatia and seconded by Sandra Lugo
- Budget
 - Connie Lobdell informed that grants have come in.
- Enrollment
 - Sandra Lugo – enrollment problematic across city
- An action plan needs to be discussed and implemented.
- Spoke to two individuals who are interested in joining the Board. Will forward resumes.
- Will be visiting MHCS on Friday, December 1st, 2023, at 2:30 p.m.
- Asked about open houses for parents and any additional open houses that are planned.

Connie Lobdell:

- Have had one open house.
- Next open house scheduled for December 12th, 2023, during Parent-to-Parent.
- Three (3) additional open houses are planned before the lottery in April.
- Parents/families are invited to come back to the planned open houses and encouraged to bring other parents/families.
- First Parent-to-Parent had an attendance of 97.
- Alumni are invited to speak to parents/families.
- Sharing a full program and providing answers to anything they need to know.
- Multiple events are planned.

Don Mabrey:

- Potential Site
 - Need to schedule a visit.
 - Available times and dates: December 4-7, either 10:00 a.m. or 3:00 p.m.
 - Connie Lobdell – visitation of potential site important since parents have had questions and concerns regarding a new site for the school.
 - Dr. Patrick Awosogba asked Connie Lobdell to create a calendar for board members to indicate when they can do a visit to a potential site.

Dr. Patrick Awosogba called for a motion to adjourn the meeting. The motion was made by Don Mabrey and seconded by Francesca Weindling.

Board Motions and Approvals

1. Motion to approve October 11th, 2023, minutes made by Sandra Lugo, and seconded by Karen Bhatia - Board reviewed and unanimously approved.
2. Motion for a material change in the student enrollment of Mott Hall Charter School from 280 students to 210 students made by Karen Bhatia and seconded by Sandra Lugo – Board reviewed and unanimously approved.
3. Motion to adjourn the meeting made by Don Mabrey 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 6:10 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



Signature

November 29th, 2023
Date

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MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes September 16th, 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 1:45 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Karen Bhatia, Sandra Lugo, Jason Caldwell, and Luis Quan (Video Conference)
- The following trustees were absent: Francesca Weindling, Luis Quan and Dr. Patrick Awosogba
- The following school staff and guests were present: Connie Lobdell, Principal and Executive Director; and Josh Moreau, Financial Consultant

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 1:45 p.m.
- No public with comments.
- Karen Bhatia:
 - Opened the meeting.
 - Approval of August 23rd, 2023 Board meeting minutes.
 - Operations Manager position
 - Operations Department – possibility of outsourcing
 - Capacity for 7th and 8th grades
 - Updates on enrollment
 - School visit next week to meet with Operations team with Sandra Lugo
 - Board retreat on Saturday, September 16th, 2023, 10:00 a.m.-2:00 p.m.
 - Create committees, etc.
 - Email if there’s anything that might need to be added to retreat agenda.
 - Possible board meeting on same day
- Connie Lobdell:
 - Enrollment to increase with incoming students registering
 - Enrollment numbers: 6th grade – 57 students, 7th grade – 80 students, 8th grade – 78 students. Total number of students – 215
 - For financial purposes, the acceptable number for enrollment is 210 students to remain in compliance
 - Requesting state for change in enrollment number to 232 students
 - Increase enrollment by promoting school - Recruitment
 - Going to 2 elementary schools for recruitment
 - P.S. 63X will be having middle school fairs (Oct/Nov); Parent Coordinator will send invitation
 - P.S. 126X will also be having middle school fairs (Oct/Nov)
 - Migrant children

- Dr. Awosogba had suggested going to religious organizations for recruitment
 - Karen Bhatia suggested the Red Cross organization in Manhattan
- Josh Moreau:
 - Budget reflects 210 students
 - Will revisit numbers at end of October
 - Flexibility in funding for a private facility.
 - There is equity for a private space
 - Going down one grade – facility subsidy
 - Per pupil facility rate - \$5,800
 - Grades 5-8 still a middle school
 - Finance Committee needs to review audit report for November 4th
 - Finance Committee will be meeting in early October
 - Annual report is due the beginning of November: Financial Report and Goals
 - 16% increase in health insurance due now for open enrollment.

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

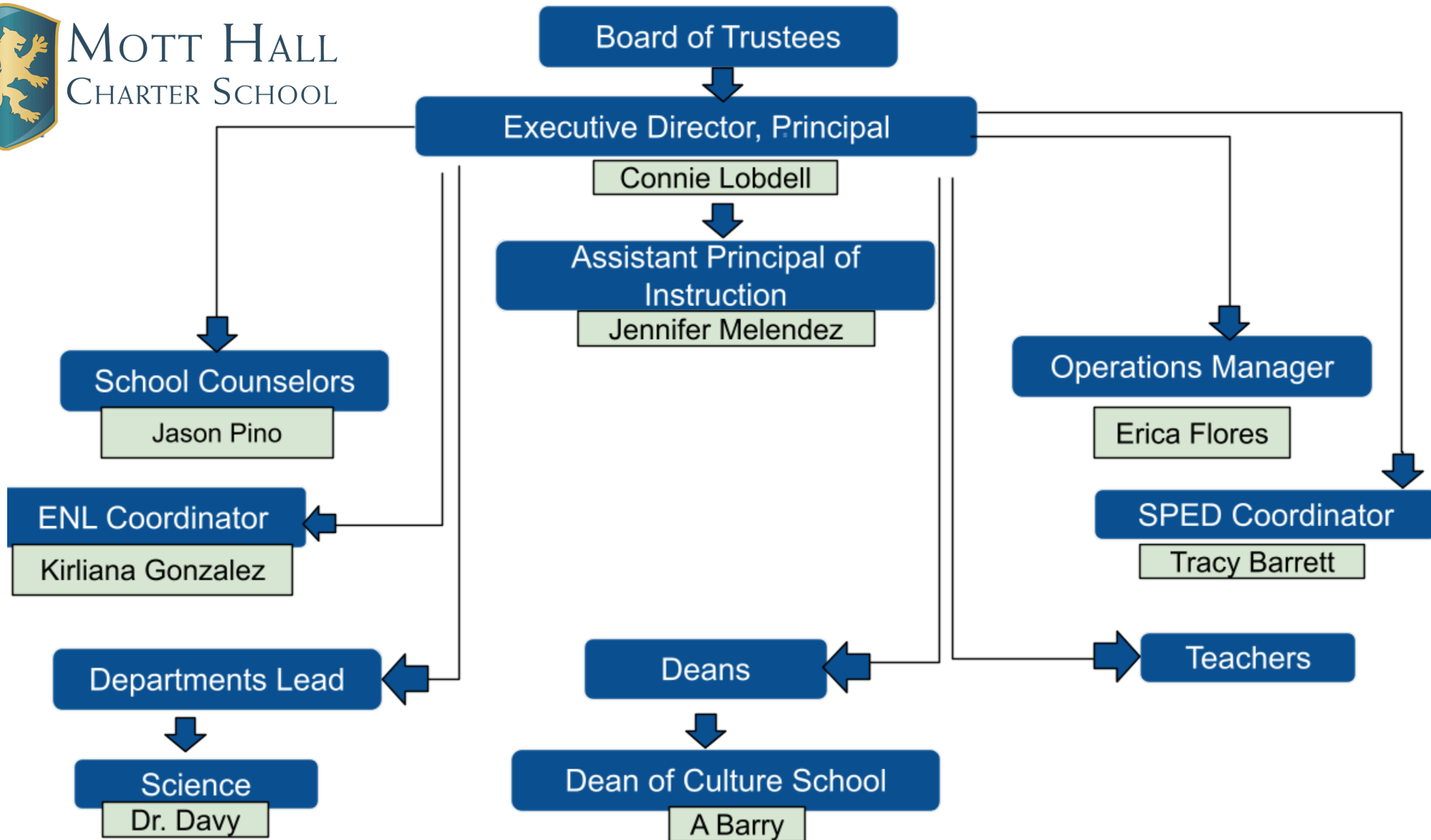
APPROVED:
Sandra Lugo
Name



Signature

October 11th, 2023
Date

All trustee meetings for Mott Hall Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by norms around professionalism and civility in their comments. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in the executive session.



July

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 days

October

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 days

November

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 days END of MP 1 November 8
Parent Teacher Check-ins 11/14 & 15

December

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 days

January

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20 days END of MP2 January 26

February

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 days Parent Teacher Check-ins 2/15 & 16

March

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 days

April

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 days END of MP 3 April 8

May

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 days

June

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

16 days END of MP 4 June 21

List of Dates and Times(Lista de fechas y horas) 180 days total

August 28 - Staff Reports

September 4 - Labor Day School Closed
 September 5 - 8th Grade Starts
 September 6 - 7th Grade Starts
 September 7 - 6th Grade Starts
 September 12 - Curriculum Night 6th grade
 September 13 - Curriculum Night 7th grade
 September 14 - Curriculum Night 8th grade
 September 25 - Yom Kippur School Closed

October 9 - Indigenous Peoples Day School Closed
 October 31 - Halloween/ Half Day 1:30 PM Dismissal

November 7 - Election Day Asynchronous for Students
 Professional Learning Day for Staff/Attendance Visits
 November 8 - End of Q1 (tentative)
 November 16 & 17 - Parent Teacher Check-ins
 November 22 - Early Release, 1:30
 November 23 and 24 - School Closed/Thanksgiving Break

December 21 - 1:30 pm Dismissal
 December 22 - January 2 - Winter Break/ School Closed

January 2 - Staff Returns
 January 3 - School Resumes for Students
 January 15 - Martin Luther King, Jr. Day/School Closed
 January 26 - End of Q2

February 15 & 16 - Parent-Teacher Check-ins (tentative)
 February 19 - 23 - Mid-Winter Break
 February 26 -School Resumes

March 11 - April 10 Ramadan Observed
 March 29 - Good Friday/School Closed

April 1 - Easter Monday/School Closed
 April 2 - School Resumes
 April 10 - Eid al-Fitr School Closed
 April 11 & 15 - NYS ELA Exam (tentative)
 April 11- School Resumes
 April 16 & 17 - Parent-Teacher Check-in (tentative)

May 7 & 8 - NYS Math Exam (Tentative)
 May 9 -17 Spring Break, School Closed (Tentative)
 May 27 - School Closed/Memorial Day
 May 31 - Last Day for 8th Grade

June 5 - 8th Grade Award Ceremony (Tentative)
 June 6 - Chancellor's Day School Closed (Tentative)
 June 7 - Clerical Day School Closed
 June 12 - Liv Env Regents (tentative)
 June 13 - Algebra 1 Regents (Tentative)
 June 15 - 8th Grade Graduation
 June 17 - Eid al-Adha School Closed
 June 18- Early Dismissal (Tentative)
 June 19 - School Closed, Juneteenth Day
 June 25 - Last Day Grade 6 and 7
 June 26 - Last Day of School for Teachers

28 de agosto - Informes del personal

4 de septiembre - Escuela cerrada
 5 de Septiembre - Comienza 8vo grado
 6 de Septiembre - comienza el 7mo grado
 7 de Septiembre - comienza el 6to grado
 12 de septiembre - Noche de Currículo 6to grado
 13 de septiembre - Noche de currículo 7mo grado
 14 de septiembre - Noche de currículo 8vo grado
 25 de septiembre - Escuela de Yom Kippur cerrada

9 de octubre - Dia de los pueblos indígenas Escuela cerrada
 31 de octubre - Halloween/ Medio día Salida a la 1:30 PM

7 de noviembre - Día de elecciones Asincrónico para estudiantes
 Día de aprendizaje profesional para personal/visitas de asistencia
 8 de noviembre: fin del primer trimestre (provisional)
 16 y 17 de noviembre - Registro de padres y maestros (virtual - tentativo)
 22 de noviembre - Salida temprano, 1:30 PM
 23 y 24 de noviembre - Escuela cerrada/Descanso de Acción de Gracias

21 de diciembre - 1:30 pm Despedida
 22 de diciembre - 2 de enero - Vacaciones de invierno / Escuela cerrada

2 de enero - regresen
 3 de enero - Hoja de vida escolar para estudiantes
 15 de enero - Día de Martin Luther King, Jr./Escuela cerrada
 26 de enero - Fin del segundo trimestre (tentativo)

15 y 16 de febrero - Registro de padres y maestros (provisional)
 19 - 23 de febrero - Vacaciones de invierno
 26 de febrero - Reanudación de clases

11 de marzo - 10 de abril Ramadán observado
 29 de marzo - Viernes Santo/Escuela cerrada

1 de abril - Lunes de Pascua/Escuela cerrada
 2 de abril - Reanudación de clases
 10 de abril - Escuela Eid al-Fitr cerrada
 11 y 15 de abril - Examen NYS ELA (provisional)
 11 de abril- Se reanuda la escuela
 16 y 17 de abril - Registro de padres y maestros (provisional)

7 y 8 de mayo- examen de matemáticas del Estado de Nueva York (provisional)
 9 al 17 de mayo - Vacaciones de primavera, escuela cerrada (provisional)
 27 de mayo - Escuela cerrada/Día de los Caídos
 31 de mayo - Último día para 8vo grado

5 de junio - Ceremonia de entrega de premios de 8.º grado (provisional)
 6 de junio - Día del Canciller Escuela Cerrada (Provisional)
 7 de junio - Dia clerical Escuela cerrada
 12 de junio - Liv Env Regents (provisional)
 13 de junio - Álgebra 1 Regents (Provisional)
 15 de junio - Graduación de 8º grado
 17 de junio - Eid al-Adha escuela cerrada
 18 de junio- Salida Temprana (Tentativa)
 19 de junio - Escuela cerrada, día decimoquinto
 25 de junio - Último día Grado 6 y 7
 26 de junio - Último día de clases para maestros

Color Codes (Códigos de colores)

YELLOW (Amarillo)- State Test (Exámenes Estatales)

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

RED (Rojo)- School closed (La escuela está cerrado)

Green (Verde) - School Resumes (la escuela se reanuda después de un descanso)

BLUE (Azul) -Senior Activities (Actividades de los de 8vo)

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