

**Board of Trustees Meeting Minutes**

**September 22nd, 2022**

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:36 p.m. local time pursuant to notice duly given.

**Attendance**

* The following Trustees were present: Natalie Thompson (Video Conference) Sandra Lugo, Jason Caldwell, Francesca Weindling, Karen Bhatia (Video Conference)
* The following Trustees were absent: Kevin Murungi
* The following school staff and guest participated: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Josh Moreau, Financial Consultant; Luis Quan, Prospective Board Member; Dr. Patrick Awosogba, Instructional Audit Consultant

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

* After noting that a quorum was present, the meeting was called to order at 5:15 p.m.
* Parents present but no public with comments.
* Natalie Thompson introduced prospective Board member, Luis Quan.
	+ Requested motion on processing Luis Quan’s as Board member.
* Josh Moreau:
	+ Financial Update
	+ State audit – independent auditors
* Connie Lobdell:
	+ Hirings
		- 8th grade Special Education Teacher
		- Hiring process completed
	+ Enrollment
		- 109 New Scholars
		- 6th Grade – 73 Scholars, 7th Grade – 58 Scholars, 8th Grade 90 Scholars = 231 Scholars
		- Natalie Thompson – Will need to make a change in the target number of scholars. Natalie Thompson and Connie Lobdell will need to submit a material revision.
		- State number is 275 Scholars
		- Connie Lobdell recommended 250 Scholars
		- Natalie Thompson and Jason Caldwell proposed 265 scholars in order to provide a cushion
		- Josh Moreau – adjustment in enrollment number will be fiscally good for the school
* Yvette Colon:
	+ Reviewed Accountability Dashboard
	+ Will keep Board updated on enrollment number
	+ Parent to Parent Dinner – Tuesday, October 11th, 2022
* Natalie Thompson:
	+ Board meeting dates will be flexible
* Dr. Patrick Awosogba:
	+ Preliminary Assessment of MHCS Instructional Practices – Curriculum Units: What Drives Unit?
		- Quality Control
		- Unit Items
		- Need a framework – templates to follow
		- Data Analysis and Reteach Plan
		- Staff Recruitment
		- Leadership – Structure of Roles and Responsibilities, and Leadership Support
		- ENL and IEP scholars – What does curriculum and assessments look like?
		- Dr. Awosogba will share a Lesson Plan Guide
		- Norming of practices
		- Core standards are understood. Need to be transferred to assessments.
		- Staff Recruitment – Retention of staff important.
		- Localize professional development (PD) – will save school money
		- Becoming an AVID Certified school will be beneficial
		- Leadership – Clear statements of responsibility for each person’s role
		- Peer Coaching
		- How does school accommodate instruction for scholars?
		- Will be working off of a triangular structure for improving reading curriculum.
		- Will be able to train 2-3 staff members at not cost to the school
		- Will share instructional audit report.

**Board Motions and Approvals**

1. Motion to approve August 22nd, 2022 minutes made by Jason Caldwell, and seconded by Natalie Thompson - Board reviewed and unanimously approved.
2. Motion to approve processing of Luis Quan as Board member made by Karen Bhatia, and seconded by Francesca Weindling.

**Adjournment**

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

Respectfully submitted,

Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name

 October 20th, 2022

Signature Date

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