

**Board of Trustees Meeting Minutes**

**August 23rd, 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 5:00 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

 \_September 16th, 2023\_\_\_\_

Signature Date

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