

# Application: Mott Hall Charter School

Suzanne Trice - strice@motthallcs.org  
2020-2021 Annual Report

## Summary

**ID:** 0000000147  
**Status:** Annual Report Submission  
**Last submitted:** Jul 19 2021 07:57 PM (UTC)

## Entry 1 School Info and Cover Page

**Completed** - Aug 7 2021

### 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 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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

MOTT HALL CHARTER SCHOOL 320900861004

**a1. Popular School Name**

Mott Hall Charter School

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD # 9 - BRONX

**d. DATE OF INITIAL CHARTER**

12/2011

**e. DATE FIRST OPENED FOR INSTRUCTION**

7/2012

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

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.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	21st Century Teaching and Learning Model MHCS’s instructional program is student-centered and inquiry-based, which is how middle school students learn best. The International Baccalaureate Middle Years Programme (MYP) provides high-quality teacher professional development and a curriculum framework which puts students at the center of a changing and increasingly interrelated world. Teachers use Understanding by Design (UBD) as their primary method of curriculum development as they align lessons to state standards. The Workshop Model of instruction is used to ensure that students are constructing their own knowledge.
KDE 2	Proficiency Because such a large percentage of students enter MHCS below proficiency, Mott Hall focuses on proficiency attainment for students in both English Language Arts (ELA) as well as Mathematics. This includes longer blocks of instruction in ELA and Math, greater emphasis on literacy acquisition through programs such as Leveled Literacy, Intervention, and additional teachers supporting ELA and Math.

KDE 3	<p>Special Population Support</p> <p>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.</p>
KDE 4	<p>College and Career Readiness Program</p> <p>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.</p>
KDE 5	<p>Social and Emotional Health Program</p> <p>The program design is rooted in aspects of the Sanctuary model, with on-going training in trauma attachment theory, adolescent development, and other topics to all staff as well as providing teachers with feedback to ensure classrooms are trauma sensitive. This program includes enhanced counseling for scholars who are identified as at risk, a character development class for all scholars and on-going parent support groups.</p>
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)



**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

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

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

275

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

273

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

6, 7, 8

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

# FACILITIES INFORMATION

## m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	No, just one site.
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## 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 to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1260 Franklin Avenue	718-991-9139	NYC CSD 9	6-8	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Connie Lobdell	718-991-9139	347-259-9498	<a href="mailto:clobdell@motthallcs.org">clobdell@motthallcs.org</a>
Operational Leader	Suzanne Trice	718-991-9139		<a href="mailto:strice@motthallcs.org">strice@motthallcs.org</a>
Compliance Contact	Suzanne Trice	718-991-9139		<a href="mailto:strice@motthallcs.org">strice@motthallcs.org</a>
Complaint Contact	Suzanne Trice	718-991-9139		<a href="mailto:strice@motthallcs.org">strice@motthallcs.org</a>
DASA Coordinator	Meghan Oppenheimer	718-991-9139	215-284-2835	<a href="mailto:moppenheimer@motthallcs.org">moppenheimer@motthallcs.org</a>
Phone Contact for After Hours Emergencies	Connie Lobdell	718-991-9139	347-259-9498	<a href="mailto:clobdell@motthallcs.org">clobdell@motthallcs.org</a>

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

Co-located Space

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

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

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

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

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**Site 1 Fire Inspection Report**

## CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

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**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

(No response)

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## ATTESTATIONS

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**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Suzanne Trice
Position	Director of Operations
Phone/Extension	718-991-9139
Email	<a href="mailto:strice@motthallcs.org">strice@motthallcs.org</a>

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

**Responses Selected:**

Yes

**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

**Signature, Head of Charter School**

CL gme

**Signature, President of the Board of Trustees**

NT gme

**Date**

Jul 8 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** - Aug 7 2021

### **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2020-2021 school year, any academic or 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”. **Deadline is November 1, 2021.**

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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 2, 2021.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 school year, any academic 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”.**

#### 2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

Academic Goal 1	Administer Reading Inventory to all Read 180 and System 44 students three times throughout the school year and use the data for progress monitoring and intervention	Reading and Phonics Inventory	Met	Data from the Reading Inventory was used to provide intensive academic intervention for students who are performing below grade level and are in need of extra support. We used the data from the Scholastic Reading Inventory to move students into appropriate and targeted intervention groups. Each time students took the Scholastic Reading Inventory, we used the data from the inventory to reassign intervention groups.
				Read 180 was for Mott Hall to address gaps in student skills through the use of a computer program, literature and direct instruction in reading skills. We used the Scholastic Reading Inventory to assign students to the Read 180 program. As students grew in proficiency



Academic Goal 2	Goal 2- Use Read 180 & System 44 programs as part of our Tier 2 Literacy Intervention program to move students toward proficiency.	Reading Inventory Data	Met	<p>levels, we moved students out of Read 180 and moved other students into the program.</p> <p>At the start of the school year, 43% of students in Read 180 were below basic in proficiency. At the end of the school year, only 37% of students were below basic. 33% were below basic and by the end, 36% were below basic, 14% were proficient at the start and 14% were proficient at the end of the year, 10% were advanced at start of the year and 14% were advanced by the end of the year. In the System 44 Program, 50% were Beginning decoders at start of the year and by end of year, only 24% were beginning, at start of year 44% were developing decoders, by end of year 62% were developing, at start of year only 6% were</p>
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				advancing decoders, by end of year 15% were advancing.
Academic Goal 3	Administer iReady Diagnostics to students at start of school year and at end of school year to monitor growth towards proficiency.	iReady DiagnosticsData	Met	<p>In ELA, 23% of students were proficient at the start of the school year year and at the end of the school year, 35% were proficient, indicating a growth of 12% in proficiency.</p> <p>In ELA 47% of students Met their Annual Growth for the year, 31% met their Stretch Growth for the year and 49% of students had improvement placements.</p> <p>In Math, 24% were proficient at the start of the school year and 32% were proficient by the end of the school year, with a growth of 8% in proficiency.</p> <p>In Math 39% of students Met their Annual Growth for the year, 22% met their Stretch Growth for the year and 42% of</p>

				students had improvement placements.
Academic Goal 4	Administer ELA and Math End iReady End of Unit Standards Mastery Assessments.	iReady Standards Mastery Data	Met	We incorporated iReady standards mastery data in ELA and Math for the first time this year. We focused on specific standards in each unit and then assessed mastery towards these specific standards. This enabled us to monitor growth towards standards proficiency and served as valuable data for adjusting instruction accordingly.
Academic Goal 5	Incorporate vocabulary throughout all content areas to	Teacher's lessons and data from vocabulary	Met	There was an intensive focus on vocabulary throughout the school year. Vocabulary was taught in context of classroom learning and vocabulary words were derived directly from student texts and math problems. Students were provided with multiple opportunities to practice using the

	increase literacy	assessments		words through the systematic, direct teaching of independent word learning strategies students can apply in multiple texts and contexts. Assessments demonstrated an increase in student ability to understand and use content related vocabulary.
Academic Goal 6	Offer a comprehensive High school Placement Program to prepare scholars for the transition to high school	Student submission of high school applications, high school placement for all students	Met	Mott Hall offered a comprehensive High School Placement Program led by the High School Placement coordinator. The program included a personalized high school vision plan for every scholar, one-on-one High School placement and application assistance, top performing high school and virtual college visits. The High School Placement coordinator ensured that each scholar's academic and extra-curricular progress were discussed

				and then students were matched with several schools. All students were placed in a high school that was on his/her list of options.
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

No

## 4. ORGANIZATION GOALS

**For the 2020-2021 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”.**

### 2020-2021 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	Hire Special Educational Director	Board Apprpval	Met	Met, hired former consultant full time October 2021
Org Goal 2	Restructure leadership to 2 instructional coaches	Board approval	Met	Met
Org Goal 3	Restructure Operations dept to focus on enrollment and community engagement	Hiring senior ops associate	Met	Met in conjunction with hiring new DOO/resignation of former DOO
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				

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

No

**6. FINANCIAL GOALS**

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## 2020-2021 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	End FY21 year with no deficit	End of Year Financials	Met	Ended year with 100K positive surplus in addition to \$633k in ppe loan-total \$733K positive/no deficit
Financial Goal 2	Submit balanced budget	Budget submitted to the Board	Met	Balanced budget on 265 students, year end enrollment 273/268 FTE
Financial Goal 3	Reduce credit card spending and keep to line item budget allocations	Statements and Weekly spending spreadsheet	Met	Purchases go through PO process and weekly meetings with BoostEd to ensure on track with spending
Financial Goal 4	Revise Financial Procedures Manual	Submitted to Board for Approval	Met	Board approved spring 2021, tighten procedures to align with Charter School Audit Guidelines
Financial Goal 5				



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

No

Thank you.

## Entry 4 - Audited Financial Statements

In Progress - Last edited: Jul 8 2021

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. 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 protection are turned off.

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

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

Completed - Aug 7 2021

### 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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.**

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

### [MHCS Final2021-2022ARBudgetTemplate FY22 \(6](#)

**Filename:** MHCS\_Final2021-2022ARBudgetTemplat\_IFNXWPe.xlsx **Size:** 38.0 kB

## Entry 4c - Additional Financial Documents

In Progress - Last edited: Aug 7 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. 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. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## [AnnualReport4](#)

**Filename:** AnnualReport4.pdf **Size:** 1.0 MB

## Entry 4d - Financial Services Contact Information

**Completed** - Aug 7 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Suzanne Trice	<a href="mailto:strice@motthallcs.ORG">strice@motthallcs.ORG</a>	718-991-9139

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Carlisha Bruno	<a href="mailto:cbruno@schallandashenfarb.com">cbruno@schallandashenfarb.com</a>	212-268-2800	9

**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
	BoostEd	Josh Moreau		<a href="mailto:jmoreau@weboosted.com">jmoreau@weboosted.com</a>	917-804-7847	9

## **Entry 5 - Fiscal Year 2021-2022 Budget**

**Completed** - Aug 7 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

### **[MHCS\\_FY2022 Budget\\_BOARD APPROVED \(6](#)**

**Filename:** MHCS\_FY2022\_Budget\_BOARD\_APPROVED\_6.9.21.xlsx **Size:** 853.7 kB

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** - Aug 7 2021

### **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

### **Kevin Murungi Financial Disclosure 2021**

**Filename:** Kevin\_Murungi\_Financial\_Disclosure\_2021.pdf **Size:** 110.8 kB

### **Jason Caldwell FinancialDisclosure2021 (2)**

**Filename:** Jason\_Caldwell\_FinancialDisclosure2021\_2.pdf **Size:** 173.3 kB

### **FinancialDisclosure2021Bhatia**

**Filename:** FinancialDisclosure2021Bhatia.pdf **Size:** 527.5 kB

### **FinancialDisclosure202Lugo**

**Filename:** FinancialDisclosure202Lugo.pdf **Size:** 133.7 kB

### **MHCH Disclosure 2021Thompson**

**Filename:** MHCH\_Disclosure\_2021Thompson.pdf **Size:** 1.4 MB

### **FinancialDisclosure2021Weindling**

**Filename:** FinancialDisclosure2021Weindling.pdf **Size:** 2.0 MB

### **RRodriguezFinancialDisclosure**

**Filename:** RRodriguezFinancialDisclosure.pdf **Size:** 132.0 kB

### **ScalderoFinancialdisclosure**

**Filename:** ScalderoFinancialdisclosure.pdf **Size:** 1.1 MB

## **Entry 7 BOT Membership Table**

**Completed** - Aug 7 2021

## **Instructions**

### **Required of All charter schools**

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

## **Entry 7 BOT Table**

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

information for all --VOTING and NON-VOTING-- trustees.

**1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Natalie Thompson	<a href="mailto:natalie.f.thompson@gmail.com">natalie.f.thompson@gmail.com</a> <a href="mailto:nthompsonbot@mothallcs.org">nthompsonbot@mothallcs.org</a>	Chair	Executive, Finance and Audit	Yes	3	1/16/2021	6/14/2024	12
2	Karen Bhatia	<a href="mailto:karen.bhatia@gmail.com">karen.bhatia@gmail.com</a> <a href="mailto:kbhatia_bot@mothallcs.org">kbhatia_bot@mothallcs.org</a>	Vice Chair	Executive	Yes	2	1/16/2021	6/14/2024	10
3	Roberto Rodriguez	9/25/2018	Trustee/Member	Finance and Audit	Yes	1	9/25/2018	9/24/2021	7
4	Sandy	<a href="mailto:maeztra130@aol.com">maeztra130@aol.com</a> <a href="mailto:slugobo">slugobo</a>	Secretar	None	Yes	2	1/16/20	6/14/20	11

	Lugo	<a href="mailto:t@mottthallcs.org">t@mottthallcs.org</a>	y				21	24	
5	Jason Caldwell	<a href="mailto:jason_caldwell@horacemann.org">jason_caldwell@horacemann.org</a> <a href="mailto:jcadwellbot@mottthallcs.org">jcadwellbot@mottthallcs.org</a>	Trustee/Member	None	Yes	1	4/12/2021	04/11/2024	5 or less
6	Kevin Murungi	<a href="mailto:kevinmurungi@gmail.com">kevinmurungi@gmail.com</a> <a href="mailto:kmurungibot@mottthallcs.org">kmurungibot@mottthallcs.org</a>	Trustee/Member	None	Yes	1	4/12/2021	04/11/2024	5 or less
7	Francesca Weindling	<a href="mailto:francesca.weindling@nuveen.com">francesca.weindling@nuveen.com</a> <a href="mailto:fweindling@mottthallcs.org">fweindling@mottthallcs.org</a>	Trustee/Member	None	Yes	1	04/12/2021	04/11/2024	5 or less
8					Yes				
9									

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

No

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

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

a. Total Number of BOT Members on June 30, 2021	7
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	6

## 3. Number of Board meetings held during 2020-2021

12

## 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 7 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

## [February2021Minutes](#)

**Filename:** February2021Minutes.pdf **Size:** 109.8 kB

## [August2020Minutes](#)

**Filename:** August2020Minutes.pdf **Size:** 563.1 kB

## [December2020Minutes](#)

**Filename:** December2020Minutes.pdf **Size:** 563.9 kB

## [April2021Minutes](#)

**Filename:** April2021Minutes.pdf **Size:** 597.8 kB

## [June2021Minutes](#)

**Filename:** June2021Minutes.pdf **Size:** 563.9 kB

## [January2021AdditionMtgMinutes](#)

**Filename:** January2021AdditionMtgMinutes.pdf **Size:** 594.6 kB

## [January2021Minutes](#)

**Filename:** January2021Minutes.pdf **Size:** 562.9 kB

## [July2020Minutes](#)

**Filename:** July2020Minutes.pdf **Size:** 561.1 kB

## [March2021Minutes](#)

**Filename:** March2021Minutes.pdf **Size:** 558.3 kB

## [November2020Minutes](#)

**Filename:** November2020Minutes.pdf **Size:** 564.1 kB

## [May2021Minutes](#)

**Filename:** May2021Minutes.pdf **Size:** 596.1 kB

## [September2020Minutes](#)

**Filename:** September2020Minutes.pdf **Size:** 564.0 kB

## [October2020Minutes](#)

**Filename:** October2020Minutes.pdf **Size:** 566.5 kB

## [June 14th, 2021 Board of Trustee Meeting Minutes](#)

**Filename:** June\_14th\_2021\_Board\_of\_Trustee\_Mee\_4BNj3Vj.pdf **Size:** 280.1 kB



## Entry 9 Enrollment & Retention

Completed - Aug 7 2021

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	To ensure strong recruitment for	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 20-21 School Year Parents from all District 9 elementary

Economically Disadvantaged

the 2020-21 school year, Mott Hall Charter School formed a robust recruitment committee and reviewed the outreach methods to ensure remote access to our community was considered in the case of closures. The committee consisted of staff who are both familiar with the surrounding neighborhoods and have community connections and relationships. The recruitment committee hosted neighborhood events both in school and in the surrounding area when allowed. Due to COVID school closures, CDC, and NYC DOH guidelines, schools were not permitted to hold in person community events in the school. MHCS responded to the closures and put into place media events that occurred simultaneously or in place of live events as needed. Events such as the Clothing Project in collaboration with PS 63, food outreach, gift cards for families, and social emotional outreach including partnering with community organizations ensured MHCS continued to be seen as a supportive community center as well as a middle school. Our outreach efforts were well received and continued even when face to face opportunities were prohibited. Mott Hall Charter School continued the relationship with NYCHA and local community health organizations and used multiple media platforms to ensure outreach to our community partners and families and to make sure all

schools are invited to attend Zoom open house events as well as live in person events as allowed. Outreach is made to Parent Coordinators of zone and out of zone elementary schools to ensure that the community is aware of our programs. MHCS has developed relationships with schools both in District 9 and in the surrounding Districts. Numerous parent assemblies both remote and live and community gatherings were held to ensure community awareness, invite the community to participate in school wide events, including Zoom Parent to Parent meetings, and Social Emotional Support Zoom meetings led by the social work team. These events are held in an effort to support community efforts for all residents of the community. Mott Hall Staff has attended and participated in several neighborhood health and wellness fairs over the course of the year. Mott Hall Charter School is located in the Morisanna 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. In an effort to continue our outreach with families during the Covid closure, MHCS has used weekly Zoom meetings, text, facebook and instagram to engage with the community and continue conversations to ensure families could register via media platforms. Mott Hall Charter School created events that

	<p>entities could access information. MHCS will continue to develop relationships with local community boards, specifically Community Boards 9, 11 and 12. The recruitment committee will continue to work with neighborhood community police officers to foster trusting and positive relationships.</p>	<p>included the entire community such as the collaborative clothing drive with colocated PS 63 which helped get clothing to our neighbors in the community. MHCS also ensured a Thanksgiving Dinner was available to those in our community in need. Mott Hall Charter School has partnered with the Local NYC Police Precinct to engage students and families and encourage community collaborations. Attendance at the monthly community meeting with the precinct is attended by the Parent Coordinator and the Special Education Director.</p>
	<p>All Open House flyers, email invitations and texts were sent out in English and in Spanish. Open Houses and Community Events were delivered in multiple languages. In a dedicated effort to increase our English Language Learners enrollment, Mott Hall Charter School initiated and engaged families by offering Zoom, Google Meets, Instagram and Facebook weekly meetings and town halls that were translated. The “on the spot translations” allowed for families of other languages to ask questions and receive real time answers. This Past year 2020-21 Mott Hall engaged our current families of ENL students to help us spread the word by sending letters to our current student families that were translated so that families could share our</p>	<p>Mott Hall Charter School will continue to use online platforms as they have proven to be effective for our community. As we have been allowed to have more in person community events, Mott Hall Charter School has plans to host community dinners to gather the ELL/MLL families together to open important discussions within our community. As we move into the 2021-22 Mott Hall Charter School will continue to provide remote ESL Adult classes that are open to all NYC residents. This coming year we are planning to hold two remote adult ESL classes, one</p>

English Language Learners	<p>program information with friends and families. Through our families it was realized that word of mouth has a great impact on our outreach.</p> <p>In continued efforts Mott Hall Charter School worked in collaboration with the NYC Charter School Office and the Special Education Collaborative to expand the range of our outreach to include all of New York City. Mott Hall Charter School with the support of the NYC Charter School Center was able to send information about the remote adult ESL class offered by Mott Hall Charter School to any adult in the NYC area. Mott Hall Charter School offered adult ESL remote zoom classes for adults living in the 5 boroughs. The response was overwhelming and Mott Hall Charter School reached over 100 registrants. We created a robust waitlist and plan to continue to offer the courses remotely to the sector. The registrants on the waitlist were updated frequently on other opportunities available to them in the NYC area. It was a very successful outreach program and propelled Mott Hall Charter School as a partner in education for our ELL/MLLL students and adults.</p>	<p>beginner and one advanced course. Mott Hall Charter School will be holding Citizen and Civic Learning remote classes to support our ELL/MLL community. Mott Hall Charter School's website has the ability to be translated into various languages to ensure ease of use and access to information. Mott Hall Charter School ensures that all information is translated for families and students. Mott Hall Charter School will be seeking the input of our families both of students enrolled and families in the community through a variety of platforms including google, instagram, and facebook, as well as through the use of surveys to ensure we are meeting the needs of our MLL families and potential students.</p> <p>Mott Hall Charter School has created relationships with district schools and charters to support students transitioning from elementary schools to middle school grades.</p>
		<p>In order to recruit SWD's Mott Hall Charter School will continue to collaborate with our local after school and community programs. We have flyers, literature, and a strong connection with several programs that our staff work with</p>

Mott Hall Charter School continues to offer a variety of support services to ensure all students can learn to their potential. Students with an Individual Educational Plan (IEP) are provided with all mandated services. All services, including speech and language, counseling, occupational and physical therapy are provided according to the recommendations on the student's IEP and Mott Hall Charter School works collaboratively with the NYC DOE to provide related services as mandated as needed. Mott Hall Charter School provides a Multi Tiered System of Support (MTSS) program to support students who present challenges accessing the curriculum. The Student Support Team (SST) is available to review and address any academic and behavioral needs that students may have. Through these processes, Mott Hall Charter School identifies students that may need further evaluations and works collaboratively with the Committee for Special Education (CSE) to ensure any needed services are identified and provided. Mott Hall works in conjunction with the CSE to recruit and

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

## Students with Disabilities

attract students with disabilities. During the 2020-21 School year Mott Hall Charter School engaged with parents of SWD through a variety of different media platforms to ensure our outreach to families during Covid closure was effective. MHCS held a number of brick and mortar community events and during the school closure, MHCS turned to weekly Zoom, Google Meets, Instagram, and FaceBook to ensure effective outreach. MHCS proactively opened online synchronous instruction and our support of tele-therapy for our providers ensured that SWD were served. All of the students were given laptops and internet access to ensure uninterrupted connection to school instruction according to FAPE. Our CSE team (CSE 1 Fordham) was invited to several of our remote Integrated Co Taught classes as well as our remote full school RISE assemblies so that they were informed of our best practices for online instruction. MHCS was interviewed by our authorizer in order to share our best practices with all charter schools across the state. This taped session with NYSED ensured our best practices were shared across the public sector.

(CSE) to ensure any needed services are identified and provided.

Mott Hall Charter School works in conjunction with the CSE to recruit and attract students with disabilities. For the 2021-22 school year Mott Hall Charter School will continue to communicate with parents of SWD through a variety of different media platforms to ensure our outreach to families in an effective way for our families. MHCS is planning to increase the number of brick and mortar community events and if a school closure happens, MHCS is ready to turn to weekly Zoom, Google Meets, Instagram, and FaceBook to ensure effective outreach. MHCS proactively will continue online synchronous instruction in support of our students and our providers to ensure that SWD are served in a meaningful way consistent with the needs of our families. All of the students will be given laptops and internet access to ensure uninterrupted connection to school instruction according to FAPE. Our CSE team (CSE 1 Fordham) is invited to participate in our Integrated Co Taught classes as well as our assemblies so they are informed of our best practices for instruction and can understand our SWD's needs. MHCS works closely with our authorizer in order to share our best practices and learn for other charter schools across the state ensuring we are a leader in educating all of our students with needs. Mott

		Hall Charter School intends to continue to offer Saturday Academy and is planning on a Winter Break program. We hope to open these opportunities to a schools we work with for our enrollment.
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## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	Mott Hall Charter Schoolpartners with community agencies to promote Mott Hall as an educational opportunity for students who are economically disadvantaged. The Parent	Mott Hall Charter School will continue to maintain applicants from District 9 located in the South Bronx by giving weighted status in our application lottery. Outreach will be made to Parent Coordinators of elementary public and charter schools in district 9 and out of district to ensure schools are aware of our program. Contact will be made with Community Based Organizations (CBO's) and an admission's flyer will be sent for distribution to families. Admissions information will also be sent to local shelters, clinics, churches, libraries and food banks. MHCS will nurture the relationships with community schools and local businesses. Numerous parent assemblies both remote and live and community gatherings will be held to ensure community awareness, inviting the community to participate in school wide events. Mott Hall Charter School will be in

Economically Disadvantaged	<p>Coordinator and School Culture Team (Counselors/psychologists, deans, and social worker) actively seek opportunities to support and connect families in need with resources. The Parent Coordinator plans family events to engage families in the school community, provide support services as needed, and financial assistance (food, uniforms, supplies). With Covid 19, plans to engage families was more difficult to manage but continued efforts to connect online and hold parent meetings virtually to support families.</p>	<p>attendance and participate in several neighborhood health and wellness fairs throughout the year. As the school being in the Morrisania section of the Bronx outreach will be made in this area by visiting and posting in businesses and New York City Housing Authority buildings. During the warmer months, an admissions table will be set up so that families can fill out an application and receive information on Mott Hall Charter School. We will continue to have zoom meetings, send text, participate in Facebook and Instagram to keep the community engaged in conversations and to inform families of the Mott Hall admission's process. Events in collaboration with co-located PS 63 such as clothing drives and book drives will get to our neighbors in the community. MHCS will continue to partner with the local NYC Police Precinct and our local community board to engage students and families and encourage community collaborations. A Mott Hall parents' attendance at the monthly community meeting with the precinct will resume. Scheduled internal and external information sessions will be held at elementary schools and community based organizations in Bronx, NY.</p>
	<p>In order to recruit SWD's Mott Hall Charter School will continue to collaborate with our local after school and community programs.</p>	



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

A recruitment and retention committee will be formed in mid-September consisting of a variety of staff who are both familiar with the surrounding neighborhoods and the language barriers these neighbors may face. The Committee will include bilingual staff that can communicate with parents immediately when a situation arises. This allows ENL parents to receive in real time immediate responses. MHCS ensures that all communication is translated for families; this includes all media messages including RoboCalls. Mott Hall Charter School ensures that the website can be automatically translated in many languages. This allows for anyone viewing the site to have it translated into their home language. Mott Hall Charter School offers all English Language Learners support through initial identification, ongoing NYS

## English Language Learners

need further evaluations and works collaboratively with the Committee for Special Education (CSE) to ensure any needed services are identified and provided.

Mott Hall Charter School works in conjunction with the CSE to recruit and attract students with disabilities. For the 2021-22 school year Mott Hall Charter School will continue to communicate with parents of SWD through a variety of different media platforms to ensure our outreach to families in an effective way for our families. MHCS is planning to increase the number of brick and mortar community events and if a school closure happens, MHCS is ready to turn to weekly Zoom, Google Meets, Instagram, and FaceBook to ensure effective outreach. MHCS proactively will continue online synchronous instruction in support of our students and our providers to ensure that SWD are served in a meaningful way consistent with the needs of our families. All of the students will be given laptops and internet access to ensure uninterrupted connection to school instruction according to FAPE. Our CSE team (CSE 1 Fordham) is invited to participate in our Integrated Co Taught classes as well as our assemblies so they are informed of our best practices for instruction and can understand our SWD's needs. MHCS works closely with our authorizer in order to share our best practices and learn for other charter

assessments, and ENL support based on individual student needs. In addition Mott Hall Charter School plans to have an English as a Second Language student support group that can meet in person and/or remotely when possible. Mott Hall has hired a third ENL teacher to increase the outreach and support to students and families. Mott Hall will be offering monthly community cultural events open to all. Mott Hall will continue to offer ESL classes to adults in the NYC area. This has been a huge success in the past year and the waitlist families are invited to share in sessions for large groups as well as MHCS shares important information to all registered students and waitlisted applicants. Mott Hall Charter School is also continuing to offer all ESL families an opportunity to join in the CIVICs classes to support gaining citizenship and foster positive relationships with all communities. Mott Hall is developing programming based on the needs of our ESL community. We use many platforms to reach our families to find out what services are needed.

	<p>schools across the state ensuring we are a leader in educating all of our students with needs. Mott Hall Charter School intends to continue to offer Saturday Academy and is planning on a Winter Break program. We hope to open these opportunities to a schools we work with for our enrollment.</p>	
	<p>Mott Hall Charter School continued a robust professional development calendar for all staff. We plan continued collaborative efforts with CSE, related service providers and</p>	<p>In order to ensure robust recruiting and attracting SWDs, Mott Hall Charter School's proven growth with our special populations will make MHCS a leader in charter school middle schools. Mott Hall Charter School's MTSS of intervention, differentiation for all students, and highly qualified teachers for all students will support student growth. This success for our students is what families are seeking when looking for middle schools for their SWDs. Mott Hall Charter School continues work collaboratively with the CSE to ensure the CSE understands the special education programs MHCS has to offer all students. Mott Hall Charter School completes the Appendix C informing the NYC DOE and CSE and ensuring they understand the programs MHCS offers and can share the information with families. Mott Hall Charter School's Director of Special Education is a member of a special education leadership forum that meets weekly to discuss topics specific to special</p>

## Students with Disabilities

community stakeholders to ensure students with disabilities are supported and make appropriate academic gains. Mott Hall Charter School uses data and assessments to monitor student progress and provide individualized support to ensure student gains toward proficiency. Mott Hall is utilizing Houghlin Mifflin Read 180 and System 44 support and intervention programs to ensure students at risk and students with disabilities have access to scientifically proven and peer reviewed curriculum to close academic gaps. Mott Hall offered Saturday Academy and intervention blocks to give additional support to our students that were in remote instruction this past year.

education in charter schools. These meetings allow the leaders that participate to share their resources with one another and to ensure best practices are available to all schools. The leaders often join together to bring awareness to challenges the charters share and work with the NYC DOE and Charter School Office to ensure these issues come to resolve. MHCS plans continued collaborative efforts with the CSE, related service providers and agencies, and community stakeholders to ensure students with disabilities are supported and make appropriate academic gains. Mott Hall Charter School uses data and assessments to monitor student progress and provide individualized support to ensure student gains toward proficiency. Mott Hall is utilizing Houghlin Mifflin Read 180 and System 44 support and intervention programs to ensure students at risk and students with disabilities have access to scientifically proven and peer reviewed curriculum to close academic gaps. Mott Hall Charter School offers academic intervention periods that are built into the schedule and ensures each student receives what they need to be successful. This year MHCS will continue to offer Saturday Academy and Summer Bridge/Rise Up programs, and is planning to add a Winter Recess learning opportunity. Our community has requested these opportunities for their students

	and MHCS is responding to these by offering a variety to of ways students can access extra supports.
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## Entry 10 - Teacher and Administrator Attrition

Completed - Aug 7 2021

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

#### A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that 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.

<sup>[1]</sup> Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Completed** - Aug 7 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category A: 5 or 30% whichever is less	3.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category B: not to exceed 5	4.0



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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	1.0

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

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

	FTE Count
Total Category D	3

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

	FTE Count
Total Category E	14

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	25



Thank you.

## Entry 12 Organization Chart

Completed - Aug 7 2021

### Instructions

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### **2020-21 MHCS Organizational Chart (1)**

**Filename:** 2020-21\_MHCS\_Organizational\_Chart\_1.pdf **Size:** 480.1 kB

## Entry 13 School Calendar

Completed - Aug 7 2021

### Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

## **Annual Report 2020-21 Calendar Final**

**Filename:** Annual\_Report\_2020-21\_Calendar\_Final\_.pdf **Size:** 106.1 kB

### **Entry 14 Links to Critical Documents on School Website**

**Completed** - Aug 7 2021

#### **Instructions**

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

### **Form for Entry 14 Links to Critical Documents on School Website**

**School Name:** Mott Hall Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA 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:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
3. Link to NYS School Report Card	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
6. District-wide Safety Plan	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>
8. Subject matter list of FOIL records	<a href="https://www.motthallcs.org/">https://www.motthallcs.org/</a>

**Thank you.**



## **Entry 15 Staff Roster**

**Completed** - Aug 7 2021

### **INSTRUCTIONS**

#### **Required of Regents-Authorized Charter Schools ONLY**

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

### **[AnnualReportBoRStaffRoster](#)**

**Filename:** AnnualReportBoRStaffRoster.xlsx **Size:** 20.9 kB



**SIGNATURE BANK**

565 Fifth Avenue, 12<sup>th</sup> Floor  
New York, NY 10017

Statement Period  
From June 01, 2021  
To June 30, 2021  
Page 1 of 2

PRIVATE CLIENT GROUP 181  
565 FIFTH AVENUE  
NEW YORK, NY 10017

MOTT HALL CHARTER SCHOOL 8-181  
ESCROW  
1260 FRANKLIN AVE  
BRONX NY 10456

See Back for Important Information

Primary Account: 1503790412 0

THE BANK HAS CREATED COMBINED BUSINESS PRODUCT TERMS AND CONDITIONS ("TERMS") AND BUSINESS PRODUCT SCHEDULE OF FEES AND SERVICE CHARGES ("FEE SCHEDULE") CAPTURING THE UPDATED TERMS APPLICABLE TO THE BANK'S CASH MANAGEMENT SUITE OF PRODUCTS AND SERVICES ("SERVICES") AND THE FEES APPLICABLE THERETO. THE TERMS WILL GOVERN YOUR USE OF THE SERVICE AS OF, AND REPLACE ALL PRIOR TERM AGREED TO PRIOR TO, JULY 1, 2021. THE TERMS AND FEE SCHEDULE MAY BE REQUESTED AT OUR FINANCIAL CENTERS OR BY CONTACTING YOUR PRIVATE CLIENT GROUP. TERMS ARE ALSO AVAILABLE BY VISITING OUR WEBSITE AT [WWW.SIGNATURENY.COM/ABOUT-US/AGREEMENTS-DISCLOSURES](http://WWW.SIGNATURENY.COM/ABOUT-US/AGREEMENTS-DISCLOSURES).

Signature Relationship Summary		Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS			
1503790412	MONOGRAM INSURED MMA	100,278.07	100,298.68
RELATIONSHIP TOTAL			100,298.68



SIGNATURE BANK

Statement Period  
From June 01, 2021  
To June 30, 2021  
Page 2 of 2

PRIVATE CLIENT GROUP 181  
565 FIFTH AVENUE  
NEW YORK, NY 10017

MOTT HALL CHARTER SCHOOL 8-181  
ESCROW  
1260 FRANKLIN AVE  
BRONX NY 10456

See Back for Important Information

Primary Account: 1503790412 0

MONOGRAM INSURED MMA 1503790412

Summary

Previous Balance as of June	01, 2021	100,278.07
1 Credits		20.61
Ending Balance as of June	30, 2021	100,298.68

Deposits and Other Credits

Jun 30 Interest Paid	20.61
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Daily Balances

May 31	100,278.07	Jun 30	100,298.68
--------	------------	--------	------------

*===== Interest Summary =====*			
* Year-To-Date Interest	124.27		*
* Interest Paid This Period	20.61	Annual Percentage Yield Earned	0.25 % *
* Avg. Balance this Period	100,278.07	Days in Period	30 *
*=====*			

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

**Name:**

**Kevin Murungi**

---

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

**Mott Hall Charter School**

---

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

### **Trustee**

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

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

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

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

**No**

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

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

**No**



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

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

**No**

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

\_\_\_\_ **Yes**   x   **No**

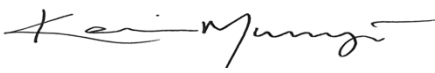
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

  
Signature

07/01/2020

Date

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

**Business Telephone: (212) 524-9000**

---

**Business Address: 259 10th Ave, New York, NY 10001**

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**E-mail Address: [kevinmurungi@gmail.com](mailto:kevinmurungi@gmail.com)**

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**Home Telephone: (646) 220-2626**

---

**Home Address: 1311 Pacific Street, Apt. 306, Brooklyn, NY 11216**

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*last revised 04/2021*

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

**Name: Jason H. Caldwell**

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

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

**Board Member**

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

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

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

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

**No.**

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

**No.**

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

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

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

**No.**

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

\_\_\_\_ **Yes** \_X\_ **No**

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

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

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

*Please write "None" if applicable. Do not leave this space blank.*


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**None.**

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

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

**None**

  
 Signature \_\_\_\_\_ Date 6/9/2021

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

**Business Telephone: 718-432-4105**

---

**Business Address:** 231 West 246<sup>th</sup> Street Bronx, NY 10471

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**E-mail Address:** [jason\\_caldwell@horacemann.org](mailto:jason_caldwell@horacemann.org)

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**Home Telephone: 718-683-4782**

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**Home Address:** 2711 Henry Hudson Parkway, APT # 5H Bronx, NY 10463

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*last revised 04/2021*

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

**Name:**

Karen Bhatia

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

Mott Hall Charter School

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

Vice Chair

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

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

3. Are you related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

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

\_\_\_ Yes ☒ No

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

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

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

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

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

*Karen Bhatia*

6/12/21

Signature

Date

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

**Business Telephone:** 646-385-1904

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**Business Address:** 1 Liberty Plaza, New York, NY 10038

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**E-mail Address:** karen.bhatia@gmail.com

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**Home Telephone:** 516-302-5074

---

**Home Address:** 43 Sycamore Lane, Roslyn Heights, NY 11577

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*last revised 04/2021*

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

**Name:**

**Sandra Lugo**

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

**Mott Hall Charter School**

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

**Secretary**

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

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

2. Are you related, by blood or marriage, to any person employed by the school?  
**No**

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

3. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?  
**No**

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

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

No

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

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

     Yes   X   No

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

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

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

None	None	None	None
------	------	------	------

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

*Sandra Lugo*

June 14, 2021

Signature

Date

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

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

Maeztra130@gmail.com

**Home Telephone:**

917-842-5123

**Home Address:**

1003 Sackett Avenue, Bronx, NY

*last revised 04/2021*

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

Name:

NATALIE THOMPSON

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

MOTT HALL CHARTER SCHOOL

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

- Board Chair  
- Member

2. Are you an employee of any school operated by the education corporation?

☐ Yes ☒ No

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

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

NO

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

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

NO

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



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

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

☐ Yes ☒ No

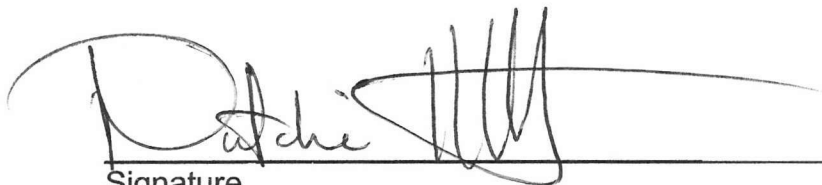
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



Signature

06.10.21

Date

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

**Business Telephone:**

212 526-7000.

**Business Address:**

745 7<sup>th</sup> Ave, NY NY 10019.

**E-mail Address:**

natalie.f.thompson@gmail.com.

**Home Telephone:**

917-687-7000

**Home Address:**

176-12 Henley Road Jamaica Estates, NY.

*last revised 04/2021*

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

Name:

\_\_\_\_\_Francesca Weindling\_\_\_\_\_

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

\_\_\_\_\_Mott Hall Charter School\_\_\_\_\_

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

Trustee

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

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

3. Are you related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

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

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

\_\_\_ Yes **X** No

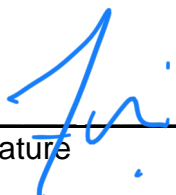
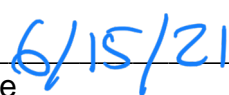
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Business Telephone:** 212-916-6057

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**Business Address:** 730 Third Ave, NY, NY 10017

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**E-mail Address:** reeaxesq@gmail.com

---

**Home Telephone:** 646-261-1254

---

**Home Address:** 230 Riverside Dr., NY NY 10025

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*last revised 04/2021*

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

**Name:**

Roberto Rodriguez

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

Mott Hall Charter School

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

Board member

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

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

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

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

No

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

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



No

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

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

No

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

\_\_\_ **Yes** \_\_\_ **X** \_\_\_ **No**

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

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

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

*Please write "None" if applicable. Do not leave this space blank.*

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None

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

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

Roberto Rodriguez

7/8/21

Signature

Date

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

**Business Telephone:**

N/A

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**Business Address:**

300 Madison Avenue, New York, NY, 10017

---

**E-mail Address:**

rodriguezca25@gmail.com

---

**Home Telephone:**

310-497-3215

---

**Home Address:**

2200 Diamond Avenue, Barstow, CA, 92311

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*last revised 04/2021*

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

Name: Sarah Calderon

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

Mott Hall Charter School

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

Chair, Secretary

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

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

3. Are you related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

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

☐ Yes ☒ No

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

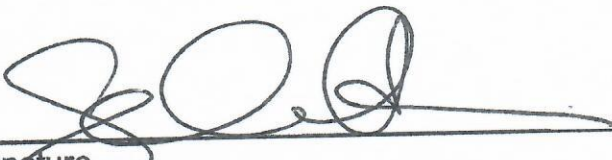
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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



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

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

  
 Signature

7/16/2021  
 Date

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

**Business Telephone:**

646.265.3632

**Business Address:**

**E-mail Address:**

sarahjcalderon@gmail.com

**Home Telephone:**

646.265.3632

**Home Address:**

4 Washington Sq. Vill. 105 New York, NY

last revised 04/2021

10012



# MOTT HALL CHARTER SCHOOL RISE TO THE CHALLENGE

## Board of Trustees Meeting Minutes February 8<sup>th</sup>, 2021

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

### Attendance

- The following Trustees were present: Natalie Thompson, Sarah Calderon, Robert Rodriguez
- The following Trustees were absent: Karen Bhatia, Sandra Lugo,
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Board Candidates Francesca Weindling, Kevin Murungi and Bob Lesser.

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

- After noting that a quorum was present, the meeting was called to order at 5:37p.m.
- Ms. Lobdell updated the board on the “state of the school” highlighting school activities for Black History Month, home visits conducted by the principal and dean, Saturday Academy and tutorial program progress, student recruitment efforts, and proficiency reading inventory data results.

### Board Motions and Approvals

1. The Board reviewed and unanimously approved the January 2021 meeting minutes.
2. The Board reviewed and unanimously approved a contract for eRate services.

### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name

March 8th, 2021

Signature Date



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



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Annual Meeting Minutes August 10<sup>th</sup>, 2020

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Sarah Calderon, Robert Rodriguez, Sandra Lugo, Jason Caldwell
- The following Trustees were absent: Karen Bhatia
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Bob Lesser, consultant; Kevin Murungi, Board Candidate

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

- After noting that a quorum was present, the meeting was called to order at 5:38p.m.
- Ms. Lobdell updated the board on the “state of the school” with the discussion focusing on a recap of the summer virtual institute, ensuring the school is maintaining strong enrollment going into the new school year, and curricular revisions to ensure more culturally responsive and accurate representation.

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the July 2020 meeting minutes.
2. The Board reviewed and unanimously approved the school’s back to school on-line learning re-entry plan.

#### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:20p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo  
Name

Signature

August 14, 2020  
Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Meeting Minutes December 14<sup>th</sup>, 2020

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Jason Caldwell, Kevin Murungi
- The following Trustees were absent: Sarah Calderon, Karen Bhatia, Robert Rodriguez
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Francesca Weindling, Board Candidate; Bob Lesser, Board candidate

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

- After noting that a quorum was present, the meeting was called to order at 5:46p.m.
- Ms. Lobdell updated the board on the “state of the school” highlighting the administration of a diagnostic exam to track student progress toward proficiency, updates on project-based assessments, and an evening tutoring program for scholars.

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the November 2020 meeting minutes.
2. The Board reviewed and unanimously approved the schools updated Social Media Policy.

#### Adjournment

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

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo  
Name

Signature

January 6, 2021  
Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustee Meeting Minutes April 12<sup>th</sup>, 2021

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Karen Bhatia, Jason Caldwell, Kevin Murungi, Francesca Weindling
- The following Trustee were absent: Sarah Calderon, Robert Rodriguez
- The following school staff and guests participated: Suzanne Trice, Director of Operations; Board Candidate Kamoy Smalling

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

- After noting that a quorum was present, the meeting was called to order at 5:30 p.m.
- No public with comments.
- Ms. Trice updated the Board on:
  - o Accountability Tracker
  - o Financial Statements
  - o Attendance
  - o Enrollment
  - o Lottery
- Ms. Lobdell updated the Board on the “state of the School”:
  - o Summer School with a focus on incoming and present 6<sup>th</sup> graders.
  - o Assessments
  - o Evidence of Student Learning
  - o Staff Spring Break
  - o Renewal Visit - Charter School Performance Framework
- Fundraising Committee - Good Standing
- By-Laws Committee
- Academic Success Committee - Instructional focus on English Language Learners
- Teacher Acknowledgement

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the March 8<sup>th</sup>, 2021 meeting minutes.
2. Approval of new Board Members on April 12, 2021 - *The Mott Hall Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no*

*State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select KAMOY SMALLING as members to its Board of Trustees, with a term expiring on May 12, 2024 , pending approval by NYSED. The resolution approving KAMOY SMALLING is adopted upon NYSED's approval.*

3. Motion to approve Kamoy Smalling as a Board Member: Motion made by Natalie Thompson, and motion seconded by Sandra Lugo. Approved unanimously.

### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:  
Sandra Lugo  
Name



Signature

May 24, 2021  
Date

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



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Annual Meeting Minutes June 22<sup>nd</sup>, 2020

The Annual meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Robert Rodriguez, Sandra Lugo, Karen Bhatia
- The following Trustees were absent: Sarah Calderon
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Bob Lesser, consultant; Jason Caldwell, Board Candidate

#### 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.
- Ms. Lobdell updated the board on the “state of the school” highlighting the SED visit, outreach and enrollment.
- The school will be holding a Virtual Summer Institute for three weeks.

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the May 2020 meeting minutes.
2. After a presentation from the Finance and Audit Committee the Board unanimously approved the FY 21 budget.
3. The Board unanimously approved contracts with Little Bird, BoostEd, and EdiT for the 20-21 school year.
4. The Board unanimously voted to select Kevin Murungi, as a final candidate to its Board of Trustees, with a term expiring three years from the first Board meeting after approval by SED. The resolution approving Kevin Murungi is formally adopted upon SED’s approval.

#### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:48p.m.

Respectfully submitted,  
Natalie Thompson, Chair

Sandra Lugo

Name

Signature

June 24, 2021

Date





# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Meeting Minutes Additional January Meeting - January 19, 2021

An additional January meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Roberto Rodriguez, Sarah Calderon, Karen Bhatia
- The following voting Trustees were absent: None
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations
- 

#### Call to order

- After noting that a quorum was present, the meeting was called to order at 5:32 pm

#### Board Motions and Approvals

1. Approval of new Board Members on January 19, 2021 - *The Mott Hall Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select JASON CALDWELL, KEVIN MURUNGI, ROBERT LESSER and FRANCESCA WEINDLING as members to its Board of Trustees, with a term expiring on February 8, 2024, pending approval by NYSED. The resolution approving JASON CALDWELL, KEVIN MURUNGI, ROBERT LESSER and FRANCESCA WEINDLING is adopted upon NYSED's approval.*

Motion 1/Approval of Jason Caldwell as a Board Member. Motion 1 made by Bhatia, Second the motion: Thompson Approved - all approved/yes, no objections

Motion 2/Approval of Kevin Murungi as a Board Member. Motion 1 made by Lugo, Second the motion: Calderon. Approved: all approved/yes, no objections



Motion 3/Approval of Robert Lesser as a Board Member. Motion 1 made by Bhatia, Second the motion: Rodriguez. Approved: all approved/yes, no objections

Motion 4/Approval of Francesca Weindling as a Board Member. Motion 1 made by Thompson, Second the motion: Calderon. Approved: all approved/yes, no objections

2. Motion to Approve Consent Agreement to submit all voting decisions of Jason Caldwell through January, 2021 Board meeting as part of any Board voting and decision making. Motion made by Lugo, Second the motion: Bhatia. Approved; all approved/yes, no objections

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 5.43 pm

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo  
Name



Signature

January 20, 2021  
Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Meeting Minutes January 11<sup>th</sup>, 2021

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Karen Bhatia, Sandra Lugo, Sarah Calderon
- The following Trustees were absent: Robert Rodriguez
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Board Candidates Francesca Weindling, Jason Caldwell, Kevin Murungi and Bob Lesser.

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

- After noting that a quorum was present, the meeting was called to order at 5:38p.m.
- Ms. Lobdell updated the board on the “state of the school” highlighting that the school is running on-budget, the back-to-school reset and training for teachers, Saturday Academy and evening tutoring programs, commencement of in-person intervention, and that a part-time coding teacher was hired.
- Preparations for school charter renewal

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the December 2020 meeting minutes.

#### Adjournment

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

Respectfully submitted,  
Natalie Thompson, Chair

Sandra Lugo

Name

Signature

February 8, 2021

Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Annual Meeting Minutes July 13<sup>th</sup>, 2020

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### **Attendance**

- The following Trustees were present: Natalie Thompson, Robert Rodriguez, Sandra Lugo, Karen Bhatia
- The following Trustees were absent: Sarah Calderon
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Bob Lesser, consultant; Jason Caldwell, Board Candidate

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

- After noting that a quorum was present, the meeting was called to order at 5:34p.m.
- Ms. Lobdell updated the board on the “state of the school” highlighting the upcoming Summer Institute which will be held for three weeks and the school’s re-entry plan.

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

1. The Board reviewed and unanimously approved the June 2020 meeting minutes.

#### **Adjournment**

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

Respectfully submitted,  
Natalie Thompson, Chair

Sandra Lugo

Name

Signature

July 11, 2020

Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustee Meeting Minutes March 8<sup>th</sup>, 2021

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### **Attendance**

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Robert Rodriguez, Karen Bhatia.
- The following Trustee were absent: Sarah Calderon.
- The following school staff and guests participated: Suzanne Trice, Director of Operations; Board Candidate Francesca Weindling; Guest Eddie Lee Summer.

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

- After noting that a quorum was present, the meeting was called to order at 5:42 p.m.
- No public with comments.
- Ms. Thompson introduced guest Eddie Lee Summer.
- Ms. Trice updated the Board on the “state of the school”:
  - o Enrollment
  - o Attendance – attendance process has been changed to facilitate tracking.
  - o Home visits to resume in March.
  - o March 9<sup>th</sup>, 2021 – physical opening of school; ongoing training in preparation with safety being paramount.
  - o Staff attendance at 98%.
  - o Outreach for 2021-2022 enrollment; adjusted to meet changes.
  - o RISE assembly on 2/24/21 – enrollment videos.
  - o Board meeting on upcoming renewal. Reviewed benchmarks for renewal. Ms. Lobdell to walk through it at the next Board meeting.
  - o \$50,000 for replacement of devices.
  - o On track with spending.
  - o Saturday Academy added to expenditures.
  - o Dr. Miller will be addressing mental health issues.
  - o Annual fund update – remains the same.
  - o Paul Hastings grant completed and submitted.
- Board will supply mental kits to staff.
- Teacher appreciation for staff returning to the building.
- By-laws Task Force, renewal and timeline deferred to next Board meeting.

**Board Motions and Approvals**

1. The Board reviewed and unanimously approved the February 2021 meeting minutes.
2. The Board reviewed and unanimously approved tax documents.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name



Signature

April 12, 2021

Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Meeting Minutes November 9<sup>th</sup>, 2020

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Karen Bhatia, Robert Rodriguez, Sandra Lugo, Jason Caldwell, Kevin Murungi
- The following Trustees were absent: Sarah Calderon
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Mr. Engram, Teacher; Francesca Weindling, Board Candidate; Bob Lesser, Board candidate

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

- After noting that a quorum was present, the meeting was called to order at 5:34p.m.
- Mr. Engram provided a state of the school from the teacher perspective. Highlighted that fatigue is an issue for teachers and students and the lack of social interaction is a challenge. Also noted that on the plus side that scholars are accelerating their technology skills due to remote learning.
- Ms. Lobdell updated the board on the “state of the school” with the discussion focusing on enrollment and the piloting of a new attendance policy. Also provided updates on the school’s cybersecurity efforts.
- The Fundraising Task Force provided an update on the launch of this year’s Annual Fund focusing on technology, COVID relief, and High School tuition assistance.

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the October 2020 meeting minutes.
2. The Board entered Executive Session to discuss a specific employee matter (6:00pm-6:44pm)

#### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:26 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo  
Name

Signature

November 20, 2020  
Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### **Board of Trustee Meeting Minutes May 17, 2021 Rescheduled to May 24, 2021**

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### **Attendance**

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Karen Bhatia, Jason Caldwell, Kevin Murungi, Francesca Weindling, Robert Rodriguez, Sarah Calderon
- The following school staff and guests participated: Suzanne Trice, Director of Operations; Board Candidate Kamoy Smalling

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

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Ms. Trice updated the Board on:
  - o Finance Committee – proposed cost of living raises to staff of 1%, Employee Compensation Overview discussed
  - o Financial Procedures Manual reviewed by Finance Committee
    - Petty Cash amount reduced from \$500 to \$180
    - Authorization – Executive Director/Principal: \$10,000, Chairperson: \$10,000-\$50,000, Finance Committee and Board: over \$50,000
- Ms. Lobdell updated the Board on the “State of the School”:
  - o Self-Evaluations
  - o Application Portal by June 16th, plan is to have bulk of renewal completed by mid-July
  - o 8<sup>th</sup> grade graduation – Saturday, June 12<sup>th</sup> in compliance with COVID protocol
- Accountability Tracker and Financials were discussed by Ms. Trice
- Fundraising Committee - Good Standing, no additional donations
- By-Laws Committee
- Resignation of Director of Operations were communicated, resumes for new DOO and Senior Operations Manager were presented (start date May 18, 2021)

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

1. The Board reviewed and unanimously approved the April 12th, 2021 meeting minutes.
2. Motion for 1% cost of living raise for staff was approved – motion made by Ms. Thompson and seconded by Ms. Calderon.
3. Financial Procedures Manual – motion made by Ms. Thompson and seconded by Mr. Caldwell.

#### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:  
Sandra Lugo  
Name



Signature

June 22, 2021  
Date

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# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustees Annual Meeting Minutes September 14<sup>th</sup>, 2020

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustees were present: Natalie Thompson, Karen Bhatia, Robert Rodriguez, Sandra Lugo, Jason Caldwell
- The following Trustees were absent: Sarah Calderon
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Bob Lesser, Board candidate; Rosie Bernard, parent.

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

- After noting that a quorum was present, the meeting was called to order at 5:42p.m.
- Ms. Lobdell updated the board on the “state of the school” with the discussion focusing on the first twenty-one day new school year plan. The focus has been establishing good relationships through the advisory program, firming up attendance, and ensuring clarity around grading and other school policies in the remote environment.
- The Fundraising Task Force began discussions around launching another fundraising campaign and preparing for this year’s Annual Fund. Areas of focus could include food insecurity and technology.

#### Board Motions and Approvals

1. The Board reviewed and unanimously approved the August 2020 meeting minutes.
2. The Board unanimously voted to select Francesca Weindling, as a final candidate to its Board of Trustees, with a term expiring three years from the first Board meeting after approval by SED. The resolution approving Francesca Weindling is formally adopted upon SED’s approval.

#### Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:11p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name

Signature

September 20, 2020

Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### **Board of Trustees Meeting Minutes October 20<sup>th</sup>, 2020**

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### **Attendance**

- The following Trustees were present: Natalie Thompson, Karen Bhatia, Robert Rodriguez, Sandra Lugo, Jason Caldwell, Kevin Murungi
- The following Trustees were absent: Sarah Calderon
- The following school staff members and guests participated: Connie Lobdell, Executive Director; Suzanne Trice, Director of Operations; Francesca Weindling, Board Candidate; Bob Lesser, Board candidate; Josh Moreau, BoostEd

#### **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.
- Ms. Lobdell updated the board on the “state of the school” with the discussion focusing on enrollment, new teacher hiring, interim assessment plan, literacy acquisition intervention, and teacher observation and development in a remote environment.
- The Fundraising Task Force continued discussions around launching another fundraising campaign and preparing for this year’s Annual Fund. Areas of focus could include food insecurity and technology.

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

1. The Board reviewed and unanimously approved the September 2020 meeting minutes.
2. After a presentation from Josh Moreau and the Finance and Audit Committee the Board of Trustees reviewed and voted to unanimously approve the FY2020 school financial audit.
3. The Board unanimously voted to select Robert Lesser, as a final candidate to its Board of Trustees, with a term expiring three years from the first Board meeting after approval by SED. The resolution approving Robert Lesser is formally adopted upon SED’s approval.

#### **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

\_\_\_\_\_  
**Sandra Lugo**

Name



Signature

November 9, 2020

Date



# MOTT HALL CHARTER SCHOOL

## RISE TO THE CHALLENGE

### Board of Trustee Meeting Minutes June 14<sup>th</sup>, 2021

A regular meeting of the Board of Trustee (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:30 p.m. local time pursuant to notice duly given.

#### Attendance

- The following Trustee were present: Natalie Thompson, Sandra Lugo, Karen Bhatia, Jason Caldwell, Kevin Murungi, Francesca Weindling, Robert Rodriguez, Sarah Calderon.
- The following Trustee was absent: Robert Rodriguez.
- The following school staff and guests participated: Connie Lobdell, Principal; Suzanne Trice, Director of Operations; Nzingha Ewadi, Director of Operations (Suzanne Trice’s Successor); Josh Moreau, Financial Consultant.

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

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Josh Moreau gave overview of 2021-2022 Fiscal Budget
  - PPT loan forgiven
  - Receipt of grant
  - Year end is profitable
  - Metrics are in good shape
  - Per pupil rate up by approximately 4-1/2%
  - Consistent focus on instruction
  - 2 grants – CRRSA and ARP
    - CRRSA - deadline extended to 6/30/21
    - ARP – no deadline at this time
  - Paul Hastings Grant – specific to technology but can be used for interventions of students with learning deficits due to COVID
  - Connie Lobdell – earmarked additional funds for mental health
  - Budget vetted numerous times by Finance Committee
- Vendor Contracts
  - Connie Lobdell has up to \$10,000
  - Vendors:
    - One Technology Consultant
    - Josh Moreau – Financial Consultant
    - Suzanne Trice – Consultant
    - Melissa Garber – COVID Emergency

- The Board will approve vendor contracts with ability to amend.
- Extension of Board Members Natalie Thompson, Karen Bhatia and Sandra Lugo
- Connie Lobdell updated the Board on the “State of the School”:
  - Graduation on Saturday, June 12<sup>th</sup> – 25% Capacity
  - Accountability Tracker
  - Self-evaluations need to be completed for renewal
  - Renewal application to be completed by July 30<sup>th</sup> – Renewal Narrative
  - Students to participate in NYCDOE Summer Rise Academy
  - Preparation and planning for 2021-2022 post pandemic school return
  - 2021-2022 Calendar
  - Preparation for Authorized Visit, e.g. focus groups, rooms, etc.
  - Board support for school
  - Local Assessments will reflect gains
  - Teaching and Learning – focus on parent engagement
  - Student attendance
- Fundraising Committee – No changes
- Board candidate update – waiting on status of prospective candidate

#### **Next Steps**

- Committee Structure and Alignments
- Fundraising
- By-Laws
- Re-energize/Revisit:
  - Facility
  - Investment of Funds for School

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

1. The Board reviewed and unanimously approved the May 24th, 2021 meeting minutes.
2. Fiscal Budget – motion was made by Karen Bhatia and seconded by Sarah Calderon. The Board approved unanimously.
3. Vendor Contracts – motion was made by Natalie Thompson and seconded by Karen Bhatia. The Board approved unanimously with the ability to amend.
4. Extension of Board Members – motion was made Jason Caldwell and seconded by Francesca Weindling. The Board approved unanimously.

#### **Adjournment**

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

Respectfully submitted,  
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name



Signature

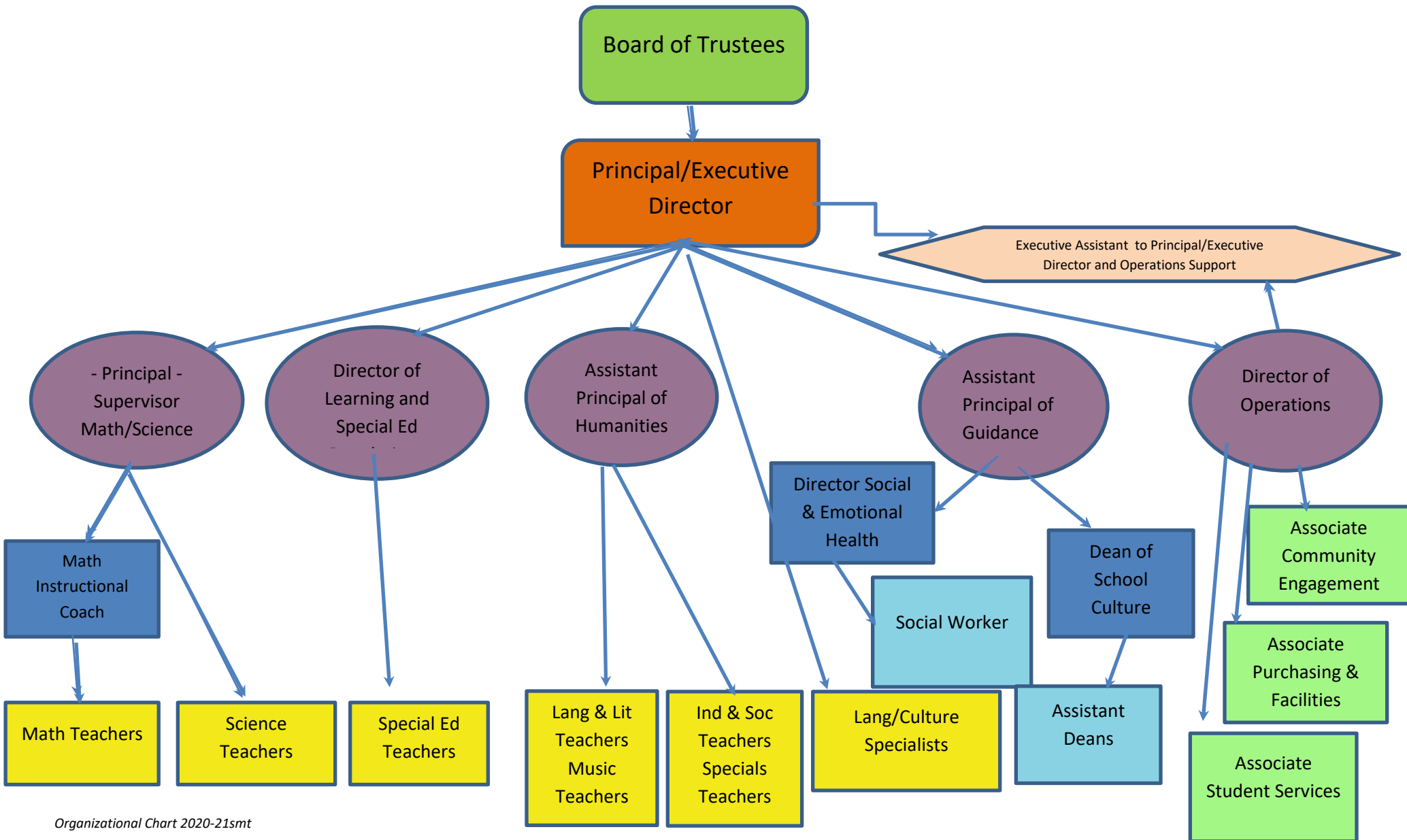
May 24th, 2021

Date

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# Mott Hall Charter School – Organizational Chart

2020-2021



**Final**

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25	26	27	28	29	30																																																		



	16/16/16/15 *Note May 17 - Staff return, May 18 Students Return	
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## Calendar Key

FD10+ - First Day 10 month plus Non-Instructional FD10 - First Day 10 Instructional OP6 - Opening Day Grade 6 OPA - Opening Day Grade 7 and 8 ER - Early Release PD- Professional Day (no students) SC - School Closed (no students/no staff) SR - School Resumes	LD8 - Last Day Grade 8 LDA - Last Day Grade 6 and 7 LD10 - Last Day Instructional LD10+ - Last Day 10 month plus NonInstructional
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## List of Dates and Times

July 3-School Closed/July 4 Holiday recognition July 13-30- Monday-Thursday/Summer Bridge August 17 - FD10+ - First Day 10 month plus Non-Instructional August 19- FD10 - Summer Institute, Teachers Report August 27 Opening Day Grade 6 August 31 - Opening Day Grade 7 and 8 September 7 - School Closed/Labor Day September 28- School Closed/Yom Kippur October 12- School Closed/Columbus Day October 30 - DELETE Early Release, FULL DAY November 3 - Professional Development/Election Day/no students November 11 - School Closed/Veteran's Day November 25 -Early Release, 1:30 December 22- Regular dismissal, Start Winter/Holiday Break December 23- January 1 - School Closed January 4 - Professional Development/Staff Return January 5- School Resumes for Students January 18 - School Closed/Martin Luther King, Jr. Day February 12- No School February 15-February 19 - Winter Break/School Closed February 22 - School Resumes for Students/Staff	April 2 - School Closed/Good Friday April 5 -School Resumes, Regular School Day May 8- Regular dismissal, Start Spring Break May 10-14 School Closed May 17 - School Resumes for Staff May 18 - School Resumes for Students May 31 - School Closed/Memorial Day June 3 - Professional Development/Chancellor's Day (no students) June 10 - Professional Development Day/Clerical Day June 8 - Last Day 8th Grade June 12 - 8th Grade Graduation June 21 - Last Day Grade 6 and 7 June 25 - Last Day Staff  <b>Parent to Parent Check Ins</b> Q1-Oct 13 and 14 Q2 - Nov 23, 24 and Dec 7 Q3 - March 8 and 10 Q4 - TBD  <b>Saturday Academy</b> -January 23 - May 1 (TBD)
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