

Application: Mott Hall Charter School

Connie Lobdell - clobdell@motthallcs.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed Sep 12 2022

[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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

MOTT HALL CHARTER SCHOOL 800000071085

a1. Popular School Name

Mott Hall Charter School

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD # 9 - BRONX

e. DATE OF INITIAL CHARTER

12/2011

f. DATE FIRST OPENED FOR INSTRUCTION

7/2012

c. School Unionized

Is your charter school unionized?

No

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 Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

275

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

206

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	6, 7, 8
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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 2022-2023?

No, just one site.

MOTT HALL CHARTER SCHOOL 800000071085

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	Title	Work Phone	Alternate Phone	Email Address
School Leader	Connie Lobdell	Principal/Executive Director	718-991-9139		clobdell@motthallcs.org
Operational Leader	Yvette Colon	Director of Operations	718-991-9139		ycolon@motthallcs.org
Compliance Contact	Yvette Colon	Director of Operations	718-991-9139		ycolon@motthallcs.org
Complaint Contact	Yvette Colon	Director of Operations	718-991-9139		ycolon@motthallcs.org
DASA Coordinator	Ryushique Bonner	Assistant Principal	718-991-9139		rbonner@mott hallcs.org
Phone Contact for After Hours Emergencies	Yvette Colon	Director of Operations	646-531-4115		ycolon@motthallcs.org

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.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

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

Name	Yvette Colon
Position	Director of Operations
Phone/Extension	718-991-9139
Email	ycolon@motthallcs.org

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

C. Laddell

Signature, President of the Board of Trustees

N. Thompson

Date

Sep 12 2022

Thank you.



Entry 3 Progress Toward Goals

In Progress Last edited: Sep 12 2022

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward

Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

MOTT HALL CHARTER SCHOOL 800000071085

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 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
				Data from the Reading Inventory

<p>Academic Goal 1</p>	<p>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</p>	<p>Reading and Phonics Inventory</p>	<p>Met</p>	<p>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.</p>
				<p>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 levels, we moved students out of</p>

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

Read 180 and moved other students into the program. 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 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 Diagnostics Data	Met	<p>In ELA, 23% of students were proficient at the start of the school 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 students had improvement placements.</p>

<p>Academic Goal 4</p>	<p>Administer ELA and Math End iReady End of Unit Standards Mastery Assessments.</p>	<p>iReady Standards Mastery Data</p>	<p>Met</p>	<p>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.</p>
<p>Academic Goal 5</p>	<p>Incorporate vocabulary throughout all content areas to</p> <p>Teacher's lessons and data from vocabulary</p> <p>Met</p> <p>There was an intensive focus on vocabulary throughout the school year. Vocabulary was taught in context of classroom learning and vocabulary words were derived</p>	<p>Teacher's lessons and data from vocabulary assessments</p>	<p>Met</p>	<p>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 words through the systematic, direct teaching of independent word learning strategies</p>

	<p>directly from student texts and math problems. Students were provided with multiple opportunities to practice using the increase literacy</p>			<p>students can apply in multiple texts and contexts. Assessments demonstrated an increase in student ability to understand and use content related vocabulary.</p>
<p>Academic Goal 6</p>	<p>Offer a comprehensive High school Placement Program to prepare scholars for the transition to high school</p>	<p>Student submission of high school applications, high school placement for all students</p>	<p>Met</p>	<p>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 progresses were discussed and then students were matched with several schools. All students were</p>

				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 2021-2022 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”.

2021-2022 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 approval	Met	Met, hired former consultant full time October 2021
	Restructure			

Org Goal 2	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				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 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	Purchases go through PO process and weekly meetings with BoostEd to ensure on track with spending
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

In Progress Last edited: Nov 2 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

MHCS 2022

Filename: MHCS 2022.pdf **Size:** 3.7 MB

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

Completed Nov 2 2022

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 [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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_FY22 Audited Financial Report Template

Filename: MHCS FY22 Audited Financial Repor dbXl39x.xlsx **Size:** 73.2 kB

Entry 4c - Additional Financial Documents

Completed Nov 2 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. 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^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

[MHCS 412 Jun22](#)

Filename: MHCS 412 Jun22.pdf Size: 1.0 MB

Entry 4d - Financial Services Contact Information

In Progress Last edited: Nov 2 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

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
	Josh Moreau	jmoreau@weboosted.com	917-804-7847

2. Audit Firm Contact Information

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

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 2 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

[MHCS Final2022-2023ARBudgetTemplate FY22 \(6](#)

Filename: MHCS Final2022 2023ARBudgetTempla iliHQAB.xlsx **Size:** 142.5 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 15 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

[Francesca Weindling](#)

Filename: Francesca Weindling.pdf **Size:** 135.2 kB

[Jason Caldwell - MHCS FinancialDisclosure2022](#)

Filename: Jason Caldwell MHCS FinancialDis 3eiJrwR.pdf **Size:** 173.3 kB

[Sandra Lugo - Copy of Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member](#)

Filename: Sandra Lugo Copy of Disclosure 49r0vBt.docx **Size:** 29.3 kB

[MHCS Financial Disclosure for Natalie Thompson August 2022](#)

Filename: MHCS Financial Disclosure for Nata F0B2W8v.pdf **Size:** 946.1 kB

[Adobe Scan Sep 14, 2022](#)

Filename: Adobe Scan Sep 14 2022.pdf **Size:** 782.9 kB

[Copy of Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member \(1\) SMALLING](#)

Filename: Copy of Disclosure of Financial In c3sbU1Z.pdf **Size:** 102.1 kB

Entry 7 BOT Membership Table

Completed Sep 12 2022

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.

MOTT HALL CHARTER SCHOOL 80000071085

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 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 2021-2022
1	Natalie Thompson		Chair	Executive, Finance and Audit	Yes	4	1/16/2021	06/14/2024	11
2	Karen Bhatia		Vice Chair	Executive	Yes	2	1/16/2021	06/14/2024	5 or less

3	Sandy Lugo		Secretary	None	Yes	3	1/16/2021	06/14/2024	11
4	Jason Caldwell		Trustee/Member	None	Yes	2	4/12/2021	4/11/2024	10
5	Kevin Murungi		Trustee/Member	None	Yes	2	4/12/2021	4/11/2024	8
6	Francesca Weindling		Trustee/Member	None	Yes	2	4/12/2021	4/11/2024	7
7	Kamoy Smalling		Trustee/Member	None	Yes	2	03/01/2022	8/2/2022	5 or less
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2022	7
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2021-2022

11

4. Number of Board meetings scheduled for 2022-2023

11

Total number of Voting Members on June 30, 2022:

7

Total number of Voting Members added during the 2021-2022 school year:

0

Total number of Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

7

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2021-2022

3

Thank you.

Entry 8 Board Meeting Minutes

Completed Sep 12 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

June 13th, 2022 Board of Trustees Meeting Minutes

Filename: June 13th 2022 Board of Trustees M rIhykns.pdf **Size:** 251.8 kB

February 15th, 2022 Board of Trustees Meeting Minutes

Filename: February 15th 2022 Board of Trustee KPXo3a6.pdf **Size:** 270.8 kB

January 18th, 2022 Board of Trustee Meeting Minutes

Filename: January 18th 2022 Board of Trustee 8hH0jjj.pdf **Size:** 261.0 kB

April 27th, 2022 Board of Trustees Meeting Minutes

Filename: April 27th 2022 Board of Trustees WboObfA.pdf **Size:** 380.6 kB

October 18th, 2021 Board of Trustees Meeting Minutes

Filename: October 18th 2021 Board of Trustee 7K168xg.pdf **Size:** 593.9 kB

May 24th 2022 Board of Trustees Meeting Minutes

Filename: May 24th 2022 Board of Trustees Me ClsHnDN.pdf **Size:** 248.4 kB

[March 8, 2021 MHCS Board Minutes](#)

Filename: March 8 2021 MHCS Board Minutes.docx.pdf **Size:** 532.0 kB

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

Filename: July 19 2021 Board of Trustee Meet xyL20WP.pdf **Size:** 612.4 kB

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

Filename: November 15th 2021 Board of Truste iyuHnPv.pdf **Size:** 600.3 kB

[December 20th, 2021 Board of Trustee of Meeting Minutes](#)

Filename: December 20th 2021 Board of Truste aoQrk5E.pdf **Size:** 599.5 kB

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

Filename: August 23rd 2021 Board of Trustee UxQb7IE.pdf **Size:** 592.5 kB

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

Filename: September 13th 2021 Board of Trust OLRqy74.pdf **Size:** 593.7 kB

Entry 9 Enrollment & Retention

Completed Sep 15 2022

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
		Mott Hall Charter School (MHCS) makes numerous efforts to ensure we attract and recruit

Economically Disadvantaged

To ensure strong recruitment for the 2021-22 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

Economically Disadvantaged Students (ED). Applicants from District 9 located in the South Bronx are given weighted status in our application lottery. During the 21-22 School Year Parents from all District 9 elementary schools are invited to attend Zoom open house events as well as live in person events as allowed. Outreach is made to Parent Coordinators of zone and out of zone elementary schools to ensure that the community is aware of our programs. MHCS has developed relationships with schools both in District 9 and in the surrounding Districts. Numerous parent assemblies both remote and live and community gatherings were held to ensure community awareness, invite the community to participate in school wide events, including Zoom Parent to Parent meetings, and Social Emotional Support Zoom meetings led by the social work team. We provided a Carnival that was open to all community members and their families. These events are held in an effort to support community residents of the community. Mott Hall Staff has attended and participated in several neighborhood health and wellness fairs over the course of the year. Mott Hall Charter School is located in the Morisania section of the Bronx and outreach was made by visits to local community centers and flyers were posted in New York

platforms to ensure outreach to our community partners and families and to make sure all 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.

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. 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.

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 program information with friends

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

English Language Learners

and families. Through our families it was realized that word of mouth has a great impact on our outreach.

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/MLL students and adults.

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.

Mott Hall Charter School has created relationships with district schools and charters to support students transitioning from elementary schools to middle school grades.

In order to recruit SWD's Mott Hall Charter School will continue to collaborate with our local after school and community programs. We have flyers, literature, and a strong connection with several programs that our staff work with in the community (afterschool

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 attract students with

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 (CSE) to ensure any needed

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.

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 all schools we work with for our enrollment.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>Mott Hall Charter School partners</p>	<p>Mott Hall Charter School's Recruitment and Retention Team will continue to maintain applicants from District 9 located in the South Bronx by giving weighted status in our application lottery. Outreach will be made to Parent Coordinators of elementary public and charter schools in district 9 and out of district to ensure schools are aware of our program. Contact will be made with Community Based Organizations (CBO's) and an admission's flyer will be sent for distribution to families. 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</p>

Economically Disadvantaged

with community agencies to promote Mott Hall as an educational opportunity for students who are economically disadvantaged. The Parent 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.

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. MHCS has also expanded our afterschool and Saturday programs to provide additional support hours for families of the community at no cost. MHCS's new Community

		<p>Engagement staff is looking to provide food drives, health initiatives, family and school connections, holiday events connecting with PS 63 families as well.</p>
	<p>In order to recruit SWD’s Mott Hall Charter School will continue to collaborate with our local after school and community programs. We have flyers, literature, and a strong connection with several programs that our staff work with in the community (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.</p>	<p>The Recruitment and Retention committee was formed 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</p>

English Language Learners

Specific intervention periods are scheduled for every student to ensure students with challenges as well as students that are excelling are provided with the instruction they need to excel. A Student Support Team (SST) is available to review and address any academic and behavioral needs that students may have. Through these processes, Mott Hall identifies students that may need further evaluations and works collaboratively with the Committee for Special Education (CSE) to ensure any needed services are identified and provided.

Mott Hall Charter School works in conjunction with the CSE to recruit and attract students with disabilities. For the 2021-22 school year Mott Hall Charter School will continue to communicate with parents of SWD through a variety of different media platforms to ensure our outreach to families in an effective way for our families. MHCS is planning to increase the number of brick and mortar community events and if a school closure happens, MHCS is ready to turn to weekly Zoom, Google Meets, nstagram, 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

School ensures that the website can be automatically translated in many languages. This allows for anyone viewing the site to have it translated into their home language. Mott Hall Charter School offers all English Language Learners support through initial identification, ongoing NYS assessments, and ENL support based on individual student needs. In addition Mott Hall Charter School plans to have an English as a Second Language student support group that can meet in person and/or remotely when possible. Mott Hall has hired a third ENL teacher to increase the outreach and support to students and families. Mott Hall will be offering monthly community cultural events open to all. Mott Hall will continue to offer ESL classes to adults in the NYC area. This has been a huge success in the past year and the waitlist families are invited to share in sessions for large groups as well as MHCS shares important information to all registered students and 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

connection to school instruction according to FAPE. Our CSE team (CSE 1 Fordham) is invited to participate in our Integrated CoTaught 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.

needed.

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

Students with Disabilities

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

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 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.

Entry 10 - Teacher and Administrator Attrition

Completed Sep 12 2022

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

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 Sep 14 2022

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, 2022)	11
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	11.0

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

	FTE Count
i. Mathematics	3
ii. Science	2
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	1
Total Category B: not to exceed 5	6.0

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, 2022)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	22

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	5

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	3

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	30

Thank you.



Entry 12 Organization Chart

Completed Sep 12 2022

Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

MHCS Organizational Chart 21-22

Filename: MHCS Organizational Chart 21 22.docx.pdf **Size:** 364.5 kB

Entry 13 School Calendar

Completed Sep 12 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

Annual Report Calendar Final 21-22

Filename: Annual Report Calendar Final 21 22.pdf **Size:** 116.6 kB

Entry 14 Links to Critical Documents on School Website

Completed Sep 12 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Mott Hall Charter School

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

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://irp.cdn-website.com/3633b949/files/uploaded/2020_2021Annual%20Report.pdf
2. Board meeting notices, agendas and documents	https://www.motthallcs.org/copy-of-board-of-trustees-1
3. New York State School Report Card	https://www.motthallcs.org/nysed-resources
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.motthallcs.org/nysed-resources
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.motthallcs.org/nysed-resources
6. Authorizer-approved FOIL Policy	https://www.motthallcs.org/covid-resources
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.motthallcs.org/covid-resources

Thank you.





**Audited Financial Statements
In Accordance With
Government Auditing Standards**

June 30, 2022

Independent Auditors' Report

To the Board of Trustees of
Mott Hall Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Mott Hall Charter School (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

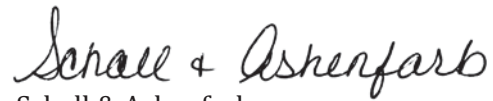
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 14, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 4, 2022, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2022

MOTT HALL CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2022
(With comparative totals at June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21</u>
Assets		
Cash and cash equivalents	\$1,141,070	\$1,625,743
Government grants receivable - other	875,367	351,535
Prepaid expenses	45,527	1,853
Restricted cash (Note 3)	100,544	100,299
Fixed assets, net (Note 4)	<u>209,409</u>	<u>177,047</u>
 Total assets	 <u><u>\$2,371,917</u></u>	 <u><u>\$2,256,477</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$594,099	\$404,191
Government grant advance - per pupil funding (Note 5)	<u>27,244</u>	<u>69,346</u>
Total liabilities	621,343	473,537
 Net assets - without donor restrictions	 <u>1,750,574</u>	 <u>1,782,940</u>
 Total liabilities and net assets	 <u><u>\$2,371,917</u></u>	 <u><u>\$2,256,477</u></u>

The attached notes and auditors' report are an integral part of these financial statements.

MOTT HALL CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	6/30/22	6/30/21*
Without donor restrictions:		
Public support and revenue:		
Public school district revenue: (Note 5)		
Resident student enrollment	\$3,517,448	\$4,283,381
Students with special education services	452,646	558,452
Subtotal public school district revenue	3,970,094	4,841,833
Government grant - Paycheck		
Protection Program (Note 6)	0	633,822
Other government grants	1,045,741	433,947
Contributions	728	47,724
In-kind contributions (Note 2g)	140,000	140,000
Other income	5,856	4,227
	5,162,419	6,101,553
Expenses:		
Program services:		
Regular education	3,217,994	2,878,367
Special education	1,290,220	1,441,642
Total program services	4,508,214	4,320,009
Supporting services:		
Management and general	625,504	694,686
Fundraising	61,067	65,364
	5,194,785	5,080,059
Change in net assets	(32,366)	1,021,494
Net assets - beginning of year	1,782,940	761,446
Net assets - end of year	\$1,750,574	\$1,782,940

* Restated - See Note 2g

The attached notes and auditors' report are an integral part of these financial statements.

MOTT HALL CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	Program Services			Supporting Services		Total Expenses 6/30/22	Total Expenses 6/30/21*
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising		
Salaries	\$1,992,691	\$853,791	\$2,846,482	\$234,453	\$43,284	\$3,124,219	\$3,284,499
Employee benefits and payroll taxes	504,839	216,304	721,143	59,398	10,966	791,507	808,529
Total personnel costs	2,497,530	1,070,095	3,567,625	293,851	54,250	3,915,726	4,093,028
Professional development	6,277	1,410	7,687	77,047		84,734	109,240
Professional fees	271,189	55,239	326,428	145,150		471,578	303,226
Student and staff recruitment			0	35,470		35,470	22,537
Curriculum and classroom expenses	70,894	15,923	86,817			86,817	66,545
Supplies and materials	67,539	23,149	90,688	4,605	850	96,143	19,517
Food services	29,870	6,709	36,579			36,579	6,592
Postage, printing, and copying	3,298	1,413	4,711	387	72	5,170	4,052
Insurance	23,311	9,988	33,299	2,743	506	36,548	59,372
Information technology	68,215	29,227	97,442	8,026	1,482	106,950	109,123
In-kind occupancy and facility costs (Note 2g)	89,295	38,259	127,554	10,506	1,940	140,000	140,000
Non-capitalized equipment and furnishings	9,759	4,181	13,940	1,149	212	15,301	9,623
Repairs and maintenance	2,047	877	2,924	242	44	3,210	1,464
Depreciation	78,770	33,750	112,520	9,267	1,711	123,498	118,043
Other				37,061		37,061	17,697
Total other than personnel costs	720,464	220,125	940,589	331,653	6,817	1,279,059	987,031
Total expenses	\$3,217,994	\$1,290,220	\$4,508,214	\$625,504	\$61,067	\$5,194,785	\$5,080,059

* Restated - See Note 2g

The attached notes and auditors' report are an integral part of these financial statements.

MOTT HALL CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
(With comparative totals for the year ended June 30, 2021)

	<u>6/30/22</u>	<u>6/30/21</u>
Cash flows from operating activities:		
Change in net assets	(\$32,366)	\$1,021,494
Adjustments to reconcile change in net assets to net cash (used for)/provided by operating activities:		
Depreciation	123,498	118,043
Changes in assets and liabilities:		
Government grant receivable/advance - per pupil funding	(42,102)	86,303
Government grants receivable - other	(523,832)	(204,044)
Prepaid expenses	(43,674)	3,654
Accounts payable and accrued expenses	189,908	(84,915)
Paycheck Protection Program Loan	0	(633,822)
Total adjustments	<u>(296,202)</u>	<u>(714,781)</u>
Net cash (used for)/provided by operating activities	<u>(328,568)</u>	<u>306,713</u>
Cash flows from investing activities:		
Purchases of furniture and equipment	<u>(155,860)</u>	<u>(125,204)</u>
Net cash used for investing activities	<u>(155,860)</u>	<u>(125,204)</u>
Net (decrease)/increase in cash, cash equivalents, and restricted cash	(484,428)	181,509
Cash, cash equivalents, and restricted cash - beginning of year	<u>1,726,042</u>	<u>1,544,533</u>
Cash, cash equivalents, and restricted cash - end of year	<u><u>\$1,241,614</u></u>	<u><u>\$1,726,042</u></u>
Cash, cash equivalents, and restricted cash:		
Cash and cash equivalents	\$1,141,070	\$1,625,743
Restricted cash	<u>100,544</u>	<u>100,299</u>
Total cash, cash equivalents, and restricted cash	<u><u>\$1,241,614</u></u>	<u><u>\$1,726,042</u></u>

No taxes or interest were paid.

The attached notes and auditors' report are an integral part of these financial statements.

MOTT HALL CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

Note 1 - Organization and Nature of Activities

Mott Hall Charter School (the “School”), located in Bronx, New York, is a not-for-profit education corporation chartered by the Board of Regents of the State of New York, for and on behalf of the State Education Department. The School provides a full range of educational services appropriate for the sixth, seventh and eighth grade levels. The School completed the 2021-2022 fiscal year with an average enrollment of approximately 210 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”).

The School has the following programs:

- Regular Education – Instruction provided to all students.
- Special Education – Instruction that is specially designed to meet the unique needs of students with disabilities.

On June 27, 2011, the School was granted a charter valid for a term of 5 years after the date of opening. On December 28, 2016, the School received a 2-year extension on their charter for a term up through and including June 30, 2019. On March 12, 2019, the School received a 3-year extension on their charter for a term up through and including June 30, 2022. On June 13, 2022, the School received another 3-year extension on their charter through June 30, 2025.

The School has been notified by the Internal Revenue Service that it is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting which is the process of recognizing revenue and expenses when earned or incurred rather when received or paid.

b. Basis of Presentation

The School reports information regarding their financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time. There were no net assets with donor restrictions at June 30, 2022 or June 30, 2021.

c. Revenue Recognition

The School follows the requirements of Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions, which are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

Contributions may be subject to conditions which are defined as both a barrier to entitlement and a right of return or release from obligations and are recognized as income once conditions have been substantially met. Conditional pledges that have not been recognized amounted to \$890,000 at June 30, 2022. The pledges are conditional upon achieving certain performance goals and incurring qualifying expenditures.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved or qualifying expenditures are incurred as well as other conditions under the agreements are met.

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2022 or June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollectable. Conditional contributions are recognized as income when the conditions have been substantially met.

d. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE are treated as restricted cash.

e. Concentration of Credit Risk

Financial instruments which potentially subject the School to a concentration of credit risk consist of checking and money market accounts which have been placed with financial institutions that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. At year-end, there was a significant uninsured balance; however, the School has not experienced any losses due to bank failure.

f. Capitalization Policy

Computer hardware, furniture, equipment and assembling of the website are capitalized at cost or at the fair value at the date of gift, if donated. The School capitalizes fixed assets in excess of pre-defined amounts that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful lives of the respective assets, which generally are between 3 and 7 years.

g. Contributed Space

The School's operations are located in a facility provided by the NYCDOE at no charge. The School utilizes approximately 7,000 square feet and recognizes in-kind contribution revenue and a corresponding expense in an amount approximating the estimated fair value at the time of the donation. Fair value is estimated using the average price per square foot of rental listings in the School's service area. The total amount recognized for donated facilities is approximately \$140,000 for both years ended June 30, 2022 and June 30, 2021.

In-kind contributions on the statement of activities and in-kind occupancy and facility costs on the statement of functional expenses for the year ended June 30, 2021 were restated to reflect this amount.

h. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the School.

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Employee benefits and payroll taxes
- Supplies and materials
- Postage, printing and copying
- Insurance
- Information technology
- In-kind occupancy and facility cost
- Non-capitalized equipment and furnishings
- Repairs and maintenance
- Depreciation

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

i. Advertising Costs

Advertising costs are expensed as incurred.

- j. Use of Estimates
The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.
- k. Contingencies
Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.
- l. Accounting for Uncertainty of Income Taxes
The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2019 and later are subject to examination by applicable taxing authorities.
- m. Comparative Financial Information
The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year-ended June 30, 2021 from which the summarized information was derived.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

Fixed assets consist of the following:

	<u>6/30/22</u>	<u>6/30/21</u>
Furniture and equipment	\$1,162,629	\$1,006,769
Less: accumulated depreciation	<u>(953,220)</u>	<u>(829,722)</u>
Total fixed assets, net	<u>\$209,409</u>	<u>\$177,047</u>

Note 5 - Government Grant Receivable/(Advance) - Per Pupil Funding

Activity related to the contract with the NYCDOE can be summarized as follows:

	<u>6/30/22</u>	<u>6/30/21</u>
Beginning (advance payable)/receivable	(\$69,346)	\$16,957
Funding based on allowable FTE's	3,970,094	4,841,833
Advances received	<u>(3,927,992)</u>	<u>(4,928,136)</u>
Ending advance payable	<u>(\$27,244)</u>	<u>(\$69,346)</u>

Note 6 - Paycheck Protection Program Loan

During the year ended June 30, 2020, the School obtained a loan from the Small Business Administration (“SBA”) through the Paycheck Protection Program. Terms of the loan indicated that if certain conditions were met, which included maintaining average work forces during periods subsequent to receipt of the loan funds that were not less than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. The conditions for forgiveness on this loan were met during the year ended June 30, 2021 and the full amount was forgiven and recognized as revenue during fiscal year 2021.

Note 7 - Significant Concentrations

The School and the NYCDOE signed an agreement, which permits the school to operate the charter. Approximately 79% and 81% of the School’s total public support and revenue was received from the NYCDOE in 2022 and 2021. If the NYCDOE were to discontinue funding, it would have a severe economic impact on the School’s ability to operate.

Note 8 - Defined Contribution Plan

The School maintains a tax deferred 403(b) retirement plan. Employees who are at least 21 years old may participate by designating a percentage of their salaries, subject to regulatory limits, to be contributed to the plan on a pre-tax basis. The School matches employee contributions to the plan on a discretionary basis. Matching payments of \$46,000 and \$50,000 have been included in payroll taxes and employee benefits in the accompanying financial statements for the years ended June 30, 2021 and June 30, 2021, respectively.

Note 9 - Availability and Liquidity

The School’s financial assets available to meet cash needs for general expenditures within one year are \$2,016,437, which consist of cash and cash equivalents of \$1,141,070 and government grants receivable of \$875,367 at June 30, 2022. There are no external or internal limits imposed on these balances. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants and contributions to fund its operations and program activities.

Note 10 - Subsequent Events

Subsequent events have been evaluated through October 4, 2022, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

Note 11 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of these financial statements, many of the travel restrictions and stay at home orders have been lifted; however, supply chains remain impacted. Management continues to monitor the outbreak; however, as of the date of these financial statements, the potential impact cannot be quantified.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Mott Hall Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Mott Hall Charter School (the "School"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 4, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

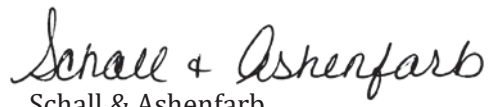
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Even these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2022

**MOTT HALL CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2022**

Current Year:

None

Prior Year:

2021-01 - NYCDOE Per Pupil Funding - Proof of Residency - The matter has been corrected.

Observations and Recommendations

To Management of
Mott Hall Charter School (the "School")

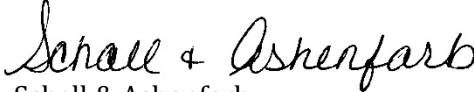
As a result of our audit for the year ended June 30, 2022, we want to provide an update on the recommendation from last year's audit:

NYCDOE Per Pupil Funding – Proof of Residency

Charter Schools are required to maintain documentation for proof of residency for their students. During last year's audit, we noted that 6 out of 25 student files selected lacked the documentation for proof of residency. We recommended that the enrollment documents, including proof of residency, be collected prior to the student's admittance and maintained in a student file.

Follow-up for June 30, 2022: *The proof of residency was available for all students selected for testing during this year's audit. This matter has been resolved.*

This report is intended solely for the information and use of the board of trustees, management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 4, 2022

Communication with Those Charged with Governance

To the Board of Trustees of
Mott Hall Charter School

We have audited the financial statements of Mott Hall Charter School (the "School") for the year ended June 30, 2022 and have issued our report thereon dated October 4, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated June 20, 2022, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope of Audit

We performed our audit according to the plan previously communicated to you in our engagement letter.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. No new accounting policies were adopted during the period under audit and the application of existing policies was not changed during the year.

The School's operations are located in a facility provided by NYC DOE at no charge. The fair value of the in-kind rent received related to this space was valued at \$140,000 for both years ended June 30, 2022 and June 30, 2021. This value was not determined in past years, so in-kind contributions on the statement of activities and in-kind occupancy and facility costs on the statement of functional expenses for the year ended June 30, 2021 were restated to reflect this amount.

We noted no other transactions entered into by the School during the period that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories and to determine use of government grant funds
- Estimate for collectability of receivables
- Fixed asset depreciation methods and useful lives

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. There were no adjustments of this kind.

There are no known adjustments posed to management that have not been recorded.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Industry Updates

We would like to update you on important matters in the not-for-profit sector, including new accounting standards, priorities at the IRS and the Office of Management and Budget.

To summarize:

Accounting and Auditing Updates

FASB New Accounting Standard – Accounting Standards Update No. 2020-07

In September 2020, the Financial Accounting Standards Board (FASB) issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022, year with early adoption permitted. The ASU is intended to improve transparency and consistency of the Gifts-in-Kind (GIK) reporting. The new standard will require the following changes in the presentation of the Gifts-in-Kind:

- Separate line-item presentation on Statement of Activities.
- The footnotes will disclose:
 - Desegregation of the amount contributed.
 - Whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.
 - NFP's policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
 - A description of any donor restrictions associated with the contributed nonfinancial assets.
 - How fair value was arrived at, provide a description of the valuation techniques and inputs used to arrive at a fair value measure for GIKs.

FASB New Accounting Standard – Accounting Standards Update No. 2016-02

On February 25, 2016, the FASB issued an ASU No. 2016-02, *Leases*. Under this standard, all leases, including operating leases, with terms of more than twelve months will be required to be reflected as assets and liabilities on the statement of financial position. The asset will be for the rights to use the property, equipment or space and the liability will be for the present value of the total obligations created by that lease.

ASU No. 2020-05 delayed the required adoption date of this new standard (ASU No. 2016-02 and related ASUs) until fiscal years beginning on or after December 15, 2021, which for practical purposes will be years ending December 31, 2022, or June 30, 2023. During the time before implementation is required, it is important for you to determine how this change will impact your organization. Important financial ratios and measures will change, and that is especially relevant to organizations that have loans with debt covenants.

Auditing Standards Changes

During 2019 and 2020, the Auditing Standards Board (ASB) issued new Statements on Auditing Standards (SASs) Nos. 134-140. As amended by SAS No. 141, Amendment to the Effective Dates of SAS Nos. 134-140, the new standards are effective for audits of financial statements for fiscal years ending on or after December 15, 2021 (calendar year-end 2021 and fiscal year-end 2022 financial statements).

These standards impact several aspects of an audit. Some of the most significant changes are:

- **SAS 134**
 - o Addresses changes to the auditor's report. The auditor's report will start with the opinion followed by basis of opinion. Users of the audited financial statements will benefit from added visibility of the opinion as it will be at the front of the report. In addition, the new report has enhanced descriptions of the responsibilities of management and auditors.
 - o Introduces Key Audit Matters (KAM) reporting. The presentation of KAM is not required, however, NFPs may engage their auditors to perform additional procedures and report on KAM. KAM might include areas of higher risk of material misstatement, areas of the financial statements that involve significant judgment or significant events or transactions occurring during the current year audit.
- **SAS 135**
 - o Enhances audit quality by heightening the auditor's focus on related party transactions and significant unusual transactions. Communications to those charged with governance will include required significant unusual transactions and related party communication.
- **SAS 137**
 - o Addresses auditor's responsibilities relating to an NFPs annual report providing for performance, documentation, and reporting requirements. The auditor's main responsibility under this standard is to consider whether a material inconsistency exists between the information reported in an annual report and the audited financial statements and to remain alert for indications that a material misstatement of fact exists.

IRS Updates

CHAR500

The new threshold for submitting financial statements with the annual filing (CHAR500) is effective starting with fiscal years **beginning** on or after July 1, 2021, as follows:

- Organizations with total revenues greater than \$1 million will be required to submit audited financial statements with the CHAR500 filing.
- Organizations with total revenues between \$250,000 and \$1 million will be required to submit a review report with the CHAR500 filing.

Schedule B No Longer Required with CHAR 500

The New York Attorney General's Charities Bureau has suspended its collection of IRS Form 990 Schedule B while it reviews any amendments that may be necessary to its policies, procedures, and forms in order to comply with the U.S. Supreme Court's decision in *Americans for Prosperity Foundation v. Bonta* (594 U.S. __, 2021). Annual filings will no longer require disclosure information that identifies donors. Any notices that charities have received regarding a deficiency due to missing or incomplete Schedule Bs are no longer operative as to such deficiency, and annual filings will no longer be considered deficient in such regard.

2020 Form 990-T

The Form 990-T has been revised for tax year 2020 to allow for e-filing in calendar year 2021 (reporting on tax year 2020), as required by the Taxpayer First Act. Revisions are also being made to improve its utility for reporting unrelated business taxable income consistent with the 'silo' rules of Section 512(a)(6) as put in place by the Tax Cuts and Jobs Act. The 2020 Form 990-T separates the tax computation (which will be on Form 990-T) from reporting of separate unrelated trades or businesses, which will be on as many Schedules A (Form 990-T) as the organization needs.

Additionally, the Treasury Department and the IRS issued final regulations under IRC Section 512(a)(6), which requires an exempt organization subject to the unrelated business income tax that has more than one unrelated trade or business to calculate unrelated business taxable income, separately with respect to each such trade or business. The final regulations provide guidance on how an exempt organization subject to the UBIT determines if it has more than one unrelated trade or business, and if so, how it calculates UBIT.

Tax Exempt & Government Entities FY 2021 Program Letter

The IRS TE/GE Entities Division released its program letter which details the main priorities of the division for the upcoming fiscal year. One of the key issues within the division continues to be the review of worker classification to ensure organizations are not reducing their tax burden by incorrectly treating workers as independent contractors instead of employees. Worker misclassification results in employers underreporting and underpaying Federal Insurance Contributions Act (FICA) and Federal Income taxes and may also result in incorrect exclusion from employer retirement plans.

Consolidated Appropriations Act: Charitable Giving Impact

Signed into law on December 27, 2020, the legislation extended through 2021, several areas of the CARES Act that relate to charitable giving including: the increased deduction limitation related to certain types of donations of food inventory, above-the-line charitable contribution deductions for non-itemizers and the increased deduction limitations for cash contributions.

Government Auditing Updates

2021 Compliance Supplement

In August 2021, the Office of Management and Budget (OMB) released the *2021 OMB Compliance Supplement*. This Supplement is effective for audits of fiscal years beginning after June 30, 2020, e.g., fiscal years ending on June 30, 2021, and later.

Some of the most significant highlights are:

- **Overview**
 - The Compliance Supplement is the primary document for the programs that are subject to the Uniform Guidance (UG).
 - OMB will be releasing two Addenda to the 2021 Supplement later in 2021, primarily to address new programs established by the American Rescue Plan.
 - A 6-month audit submission extension has been provided by OMB to all entities for fiscal years through June 30, 2021.
 - Entities with a fiscal year-end of December 31, 2020 - the single audits were due on September 30, 2021 and are now extended to March 31, 2022.
 - Entities with a fiscal year-end of June 30, 2021 - the single audits were due on March 31, 2022 and are now extended to September 30, 2022.
- **Part 2, Matrix of Compliance Requirements**
 - Changes to the compliance requirements are identified in bold and yellow highlighting.
- **Part 3, Compliance Requirements**
 - Updated to reflect the August 2020 revisions to the Uniform Guidance.
 - Incorporates into the Reporting section a new reporting requirement relating to recipient reporting under the Federal Funding Accountability and Transparency Act (FFATA), along with guidance on when auditors must test FFATA.
 - Clarifies key requirements for the Provider Relief Fund program, including the amount and timing of expenditures and lost revenues to be reported on the SEFA and what the auditor is required to test.
- **Part 4, Agency Program Requirements**
 - There are several program additions and deletions as well as many programs with significant changes.

- Identifies several programs as higher-risk programs, including the Education Stabilization Fund, the Coronavirus Relief Fund and the Provider Relief Fund and Medicaid Cluster.
- Identified new American Rescue Plan (ARP) programs as high risk.
- **Part 5, Clusters**
 - The Student Financial Assistance cluster has numerous compliance requirement changes.
 - Note that Appendix VII states that there will be no other clusters formed by the ARP nor will any ARP numbers be added to existing clusters.
- **Appendix V**
 - Provides an overview of the changes made from the 2020 Supplement.
- **Appendix VII**
 - Provides additional guidance on COVID-19 funding.
 - Provides an indication of the programs that may be included in the Addenda.

Reminder of the Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance (2 CFR Part 200).

Changes to the procurement standards:

- Procurement types have been grouped into three categories:
 - Informal (micro-purchase, small purchase)
 - Formal (sealed bids, proposals)
 - Non-competitive (sole source)

The UG has been aligned with recently enacted federal laws to raise:

- The micro-purchase threshold has increased from \$3,500 to \$10,000.
- The simplified acquisition threshold has increased from \$150,000 to \$250,000.

Nonfederal entities are authorized to request a micro-purchase threshold higher than the \$10,000 based on certain conditions.

Expansion of the de minimis indirect cost rate (200.414)

Previously, to claim the de minimis indirect cost rate, an entity could not have previously had a federal indirect rate in their entire life history. With the change, if the entity does not have a **current** federal indirect cost rate, then they are now eligible for the de minimis rate.

Shuttered Venue Operators Grant

Shuttered Venue Operators Grant (SVOG) is subject to Single Audit under UG. Under the terms of the SVOG, recipients are not required to repay the funding so long as funds are used for eligible expenses. Not-for-profit entities should account for government grants in accordance with the contributions model in the FASB Accounting Standards Codification (ASC) subsection 958-605, *Not-for-Profit*

Entities – Revenue Recognition. Because entitlement to the payments is conditioned upon having incurred eligible expenses (a barrier) and because noncompliance with the terms of the grant is grounds for recoupment by the SBA (right of return), the payments are considered conditional contributions under ASC 958-605. Thus, contribution revenue would be recognized only to the extent that eligible expenses have been incurred.

The Organization will need to evaluate their individual facts and circumstances to determine the extent to which conditions have been substantially met at a given reporting date.

Legislative/Regulatory Updates

Accounting considerations for Paycheck Protection Program

The Paycheck Protection Program (PPP) was established by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide funds for businesses to keep their workers on the payroll. The funds were provided in the form of low-interest loans that are guaranteed by the Small Business Administration (SBA). Terms of the loan indicate that if certain conditions are met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that are greater than pre-determined historical periods, that the loan, or a portion thereof, would be forgiven. Portions that are not forgiven will be payable over a five-year period, with a ten-month deferral of payments and interest will accrue at 1%.

Given the unique nature of these loans, questions have arisen as to how a borrower should account for the loan in accordance with US Generally Accepted Accounting Principles (GAAP). There are two existing models that a NFP entity may choose from.

The loan can be accounted for as a financial liability in accordance with ASC 470, Debt, and interest, if material, should be accrued. Following the guidance in ASC 470, a borrower would recognize the entire loan amount as a liability. A loan is removed as a liability at the time payment is made or the loan gets forgiven.

Many NFP's view this loan as a grant that is expected to be forgiven. NFP's can account for the PPP loan in accordance with ASC 958-605 as a conditional contribution, whereby revenue is not recognized until the conditions are substantially met or explicitly waived. Under this model, the proceeds from a PPP loan would initially be recognized as a refundable advance, a liability, until the conditions for forgiveness are substantially met. The borrower needs to identify what the conditions are, which include satisfying the requirement to maintain levels of workforce and incur allowable expenses, and in some cases the submission of the application or forgiveness. Under this recognition model, NFPs should carefully track costs that are eligible for forgiveness, and understand that costs funded by other grants, contracts and contributions may not be allowable for forgiveness under the concept of double dipping. Therefore, NFPs should keep internal records of which costs are being applied to PPP forgiveness, government grants and private grants (preferably in the accounting system) to reduce the risk that the same costs are not charged to other funding sources.

Employee Retention Tax Credit (ERTC):

- **General overview:**
 - Available to all employers, but there are certain tests that need to be met and different calculations for the credit based on FTE in 2019.

- There are also two different versions of the credit for each year it is offered – 2020 and 2021.
- **Eligibility** – To qualify for ERTC, employers must experience **either of the following**:
 - Employer must experience gross receipts reductions of $\geq 50\%$ of the comparable quarter in 2019 and gross receipts reductions of $\geq 20\%$ of the comparable quarter in 2020.
 - Full or partial suspension of business by the government due to COVID-19.
- **Gross receipts defined:**
 - Solely for purposes of determining eligibility for the Employee Retention Credit, gross receipts for a tax-exempt employer include gross receipts from all operations, not only from activities that constitute unrelated trades or businesses. For example, gross receipts for this purpose include amounts received by the organization from total sales (net of returns and allowances) and all amounts received for services, whether or not those sales or services are substantially related to the organization’s exercise or performance of the exempt purpose or function constituting the basis for its exemption. Gross receipts also include the organization’s investment income, including from dividends, rents, and royalties, as well as the gross amount received as contributions, gifts, grants, and similar amounts, and the gross amount received as dues or assessments from members or affiliated organizations.
 - PPP loan forgiveness is not considered part of gross income.
- **Suspension:**
 - What are not considered suspensions?
 - Ability to resume similar activity by telecommuting
 - A reduction of demand for products or services
 - Voluntary suspensions
 - Partial suspension is defined as closure of the workplace that causes the employer to suspend business operations for certain purposes, but not others:
 - Every case is unique
 - Examples of partial suspension: A physical therapy facility is shut down due to government order. Prior to the shutdown, none of the employees provided services via telework and all services were rendered at the workplace. Due to the shutdown, the facility moved to an online format to serve clients remotely, but employees are unable to access specific equipment or tools and not all clients can be served remotely. Due to these factors, this is considered a partial suspension since access to the equipment is essential to the employer’s operations and the business operations could not continue in a comparable manner.
- **Credit calculation:**
 - 2020 version: 50% of qualifying wages up to \$10k per employee for the period of 03/13/20 to 12/31/20.
 - 2021 version: 70% of qualifying wages up to \$10k per employee per quarter.

- ***How do you receive the credit?***
 - Claim the credit on Form 941 or 941-X (if amending a previously filed return for the credit).
 - Request an advance of the credit by filing Form 7200, but there is administrative work needed in reconciling the advance against the credit.

- ***Interaction with PPP:***
 - Initially, PPP and ERTC were mutually exclusive when introduced by the CARES Act.
 - With the enactment of the Consolidated Appropriation Act (CAA), the initial restrictions for PPP and ERTC were removed, so employers could qualify for both programs.
 - There is no double benefit on the same eligible expenses, so it becomes an optimization effort

COVID-19 EIDL

US Small Business Administration (SBA) offers working capital low-interest fixed rate loan to help overcome the effects of the pandemic. The loan is intended to help with making regular payments for operating expenses, including payroll, rent/mortgage, utilities, and other ordinary business expenses, and to pay business debt. The loan should be repaid over 30-year period with the interest at 2.75%. Payments are deferred for the first 2 years (during which interest will accrue), and payments of principal and interest are made over the remaining 28 years. To apply visit www.sba.gov.

Independence Issues

Schall & Ashenfarb, CPA's, LLC is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board members that, in our professional judgment may impair our independence.

This information is intended solely for the use of the board of trustees, finance committee and management of Mott Hall Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Schall + Ashenfarb
 Schall & Ashenfarb
 Certified Public Accountants, LLC

October 4, 2022

June 20, 2022

Ms. Connie Lobdell
Executive Director
And Those Charged with Governance
Mott Hall Charter School
1260 Franklin Avenue
Bronx, NY 10456

Via e mail

Dear Ms. Lobdell:

We are pleased to confirm our understanding of the services we are to provide for Mott Hall Charter School for the year ended June 30, 2022.

We will audit the statement of financial position of Mott Hall Charter School as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended and the notes to the financial statements.

Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement and may withdraw.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is also an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

EXHIBIT 1

The paragraph will also include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining internal controls, including monitoring ongoing activities and for helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contract, and grant agreements. **Management is responsible** for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. **A partner will present the results of our audit to your audit committee or your board of directors (in person or by teleconference).**

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. **Management is also responsible** for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. **Those responsibilities include** informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, **management is responsible** for identifying and ensuring that applicable laws, regulations, contracts, agreements, and grants are complied with, and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

EXHIBIT 1

Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. **Management is also responsible for providing a written statement on the entity's letter head that describes management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.**

If you use a financial consultant to review your books, prepare journal entries or prepare financial statements we will request certain representation from them as well. **Because of the importance of management's representations to an effective audit, failure of management or their financial consultants to provide representations to us in the form of a representation letter will cause our auditors opinion to be a "disclaimer" for a scope limitation.**

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because **we will not perform a detailed examination of all transactions**, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the attorneys as part of the engagement, if attorneys have been consulted on any matters that may impact the financial statements.

EXHIBIT 1

Those attorneys may send you bill for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters, compliance with laws, resolutions, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We are always available to meet with you and other executives at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting your Organization. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend your board of directors' meetings. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities, or that might otherwise impair our independence.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them.

EXHIBIT 1

Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other non-audit services we provide; you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

See sections below about preparation of financial statements and annual tax returns.

Assistance in Preparing Financial Statements

As noted above, we will also assist in preparing the financial statements of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

Taxes

As part of our engagement, we will also prepare the federal information return (Form 990) in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. In order to prepare complete and accurate returns, we will require you to provide certain information about board governance policies, which may also include, but not be limited to, providing salary amounts for employees greater than \$100,000, contractors for professional services in excess of the same amount, names, addresses, and dollar amounts of large contributors in excess of certain calculated amounts and other matters that are not generally covered during the audit. If the information is not provided to us timely, you will not hold us responsible for any penalties incurred for incomplete information.

We will send you a draft of the form 990 for your review. We expect that you will get back to us within a reasonable time frame with any questions, or edits. Once we answer your questions and receive any edits that may be required, we will ask you to send back IRS form 8879, which gives us the authority to file your federal taxes electronically. Unfortunately, due to the time it takes to create draft documents in an encrypted file that we can send to you, **we will only provide one draft of the taxes**, and will incorporate all edits into the final document. If additional drafts are requested, **you will incur a charge of \$250 for each additional draft**. If we do not receive edits back from you or the authorization to file the taxes by receiving the signed form 8879, or you prefer not to file electronically, we will send you hard copies to file. We will also send you electronic copies only for your records unless we receive a specific request for hard copies.

Audit Administration and Other

We understand that your employees and/or consultants will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing and they will be uploaded by you to our secure portal. Certain financial institutions may charge us for this, and the cost will be included in the flat rate charges built into your fee. We will send a template in Word format for use with confirmation requests.

Mike Schall is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign it. Please contact us to discuss a date that we can begin the audit and outline a plan for delivery of draft and final documents to you.

EXHIBIT 1

Our audit engagement ends on delivery of financial reports; however, we are still available for routine conversations without charge until either party has officially terminated the relationship. Any follow-up services that might be required will be considered a new engagement.

We will provide copies of our reports to you; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Schall & Ashenfarb, CPAs, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your funding source or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schall & Ashenfarb's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Government Regulator. The Regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Government Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

E-mail Communication

In connection with this engagement, we may communicate with you or others via e-mail. As e-mails can be intercepted, disclosed, used, and/or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot ensure that e-mails from us will be properly delivered and read only by the addressee. Therefore, we disclaim and waive any liability for interception or unintentional disclosure of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage arising from the use of e-mail, including any punitive, consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure of confidential information.

Reproduction of Audit Report

If the Organization plans any reproduction or publication of our audit, or any portion of it, in an annual report or otherwise, it is expected that you will provide us with a proof or final draft version of the entire document prior to the date of publication, in sufficient time for our review and written approval before publishing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If in our professional judgment the circumstances require, we may withhold our written approval.

EXHIBIT 1

If such an annual report is produced, Management is responsible for providing information regarding the Organization's annual report in a timely manner. Our responsibility with respect to the other information included the annual report is to read and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. In the event the auditor concludes that there is a material misstatement it may result in a reissuing of the financial statements to reflect lack of disclosure and/ or correct misstated information including but not limited to an issuing of a Management Letter with deficiencies and modifying auditor's opinion.

In addition, Management is responsible for the information included in the annual report and agrees: 1) to provide written acknowledgment regarding which document or documents comprise the annual report and the entity's planned manner and timing of the issuance of such documents prior to the start of the audit 2) to provide the final version of all documents comprising the annual report, including other information, prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, that the documents will be provided as soon as practicable, and the Organization will be prohibited from issuing the annual report prior to providing them to the auditor. 3) to provide a reconciliation between amounts within the other information and the financial statements.

Posting of Audit Report and Financial Statements on Your Web Site

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document. You agree that, if you plan to post an electronic version of the financial statements and audit report on your Web site, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your Web site and the signed version of the financial statements and audit reports provided to management by us. You also agree to indemnify us from any and all claims that may arise from any differences between the electronic and signed copies.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Fee and Deliverables of Documents

Our fee will be \$20,150 (\$20,000 plus a flat rate of **\$150** for confirmations processed during the audit. *No additional fees will be billed for confirmation processing*). Additional fees will be for out-of-pocket costs for confirmations and additional drafts of tax filings or financial statements as referred to above. A payment is required upon the signing of this letter in the amount of \$5,000. After the initial retainer has been billed, we will send progress billings based upon an estimate of the work completed to date.

At the completion of field work we will provide you with a comprehensive audit presentation that includes an executive summary, required communication with those charged with governance, the financial statements with related footnotes, a management letter, or other recommendations, if applicable, and industry updates.

EXHIBIT 1

As this will be the document we expect to review with those charged with governance, we will review with management to determine if there is additional information you wish to provide and make edits if necessary. Any additional drafts, thereafter, will incur a cost of \$250 per draft.

At the completion of the audit, we will provide electronic versions of the audited financial statements, management letter (if applicable) and communications with those charged with governance. **The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You will be responsible for all fees for time spent to date of when you are notified of the unexpected circumstance.** Invoices that are unpaid 30 days past the invoice date are deemed delinquent and we reserve the right to charge interest at 1% per month (not to exceed the maximum amount permitted by law.) In the event any collection action is required to collect unpaid balances due to us, you agree to reimburse us for all our costs of collection, including without limitation attorney's fees.

If we terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We understand that the School may receive CSP funding, and the grantor may require a separate "agreed upon procedures report". The terms of this engagement do not include additional services required to prepare a separate agreed upon procedures report. A separate agreement outlining the scope of work and related fees is being presented simultaneous to this agreement.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to your Organization in the performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

For us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The Organization must make all decisions related to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

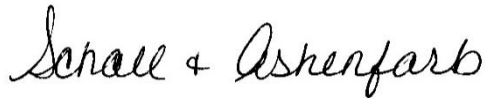
EXHIBIT 1

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 peer review report accompanies this letter.

We have attached a brief questionnaire that will help us plan the timing of the engagement to ensure you receive documents in your desired time frame. Please take a moment to fill that out.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us along with the questionnaire referred to above.

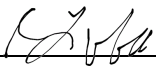
Very truly yours,



Schall & Ashenfarb
Certified Public Accountants, LLC

RESPONSE:

This letter correctly sets forth the understanding of Mott Hall Charter School for the year ended June 30, 2022.



Officer signature

Executive Director

Title

6/21/2022

Date

EXHIBIT 1



Report on the Firm's System of Quality Control

January 29, 2020

To the Members of Schall & Ashenfarb Certified Public Accountants, LLC
and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC, (the firm) in effect for the year ended August 31, 2019. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

Opinion

In our opinion the system of quality control for the accounting and auditing practice of Schall & Ashenfarb Certified Public Accountants, LLC in effect for the year ended August 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass; pass with deficiency (ies) or fail, Schall & Ashenfarb Certified Public Accountants, LLC has received a rating of pass.

A handwritten signature in black ink that reads "Lutz, Selig & Zeronda L.L.P." in a cursive style.

EXHIBIT 2



October 4, 2022

Schall & Ashenfarb, CPA's, LLC
307 Fifth Avenue, 15th Floor
New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of the Mott Hall Charter School, which comprise the statements of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 4, 2022, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 20, 2022, including our responsibility for the preparation and fair presentation of the financial statements, in accordance with US GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.
6. There have been no related party relationships or transactions that are required to be accounted for or disclosed in accordance with the requirements of U.S. GAAP.
7. There are no events subsequent to the date of the financial statements which require adjustment to or disclosure in the financial statements to be in accordance with the requirements of U.S. GAAP.

EXHIBIT 2

8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole.
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. There was one material concentration, related to New York City Department of Education funding, which has been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

Non Attest Services

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

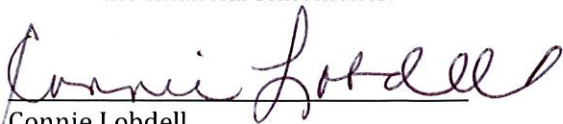
As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

Information Provided

1. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. Any documents that we provided electronically were exact copies of the underlying physical document.
3. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
4. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
5. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
6. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.

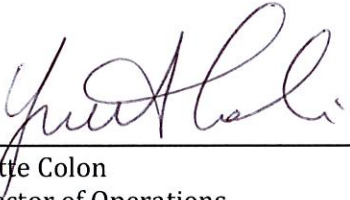
EXHIBIT 2

7. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
8. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
9. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
10. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
11. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
12. Mott Hall Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the School's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.
13. There have been no instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
14. There have been no instances that have occurred, or are likely to have occurred, of noncompliance with provision of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
15. There have been no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
16. We have evaluated subsequent events through the report date including events related to the coronavirus (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.
17. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.
18. Management does not intend to prepare and issue the other information included in the annual report as defined by AU-C 720. The standard defines other information as a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the entity's financial results and financial position as set out in the financial statements.



Connie Lobdell
Executive Director/Principal

EXHIBIT 2



Yvette Colon
Director of Operations



Josh Moreau
Financial Consultant



SIGNATURE BANK
 565 Fifth Avenue, 12th Floor
 New York, NY 10017

Statement Period
 From June 01, 2022
 To June 30, 2022
 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 UPDATED ITS FEES AND SERVICE CHARGES INTO A COMBINED SCHEDULE OF FEES AND SERVICE CHARGES FOR BUSINESS ACCOUNTS ("SCHEDULE").

THE SCHEDULE WILL GOVERN YOUR USE OF YOUR BANK ACCOUNT(S), ALONG WITH BANKING PRODUCTS AND SERVICES. THE SCHEDULE REPLACES ALL PRIOR FEE ARRANGEMENTS AND SCHEDULES IN EFFECT PRIOR TO SEPTEMBER 1, 2022 WHEN THIS SCHEDULE BECOMES EFFECTIVE.

TO REVIEW THE UPDATED SCHEDULE, PLEASE VISIT SIGNATURE'S INTERNET BANKING SITE, CONTACT YOUR PRIVATE CLIENT GROUP OR VISIT A BANK FINANCIAL CENTER.

Signature Relationship Summary		Opening Bal.	Closing Bal.
BANK DEPOSIT ACCOUNTS			
1503790412	MONOGRAM INSURED MMA	100,525.36	100,543.81
RELATIONSHIP TOTAL			100,543.81



Statement Period
From June 01, 2022
To June 30, 2022
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: [REDACTED] 0

MONOGRAM INSURED MMA [REDACTED]

Summary

Previous Balance as of June 01, 2022 100,525.36
1 Credits 18.45
Ending Balance as of June 30, 2022 100,543.81

Deposits and Other Credits
Jun 30 Interest Paid 18.45

Daily Balances
May 31 100,525.36 Jun 30 100,543.81

Interest Summary
* Year-To-Date Interest 118.65 *
* Interest Paid This Period 18.45 Annual Percentage Yield Earned 0.22 % *
* Avg. Balance this Period 100,525.36 Days in Period 30 *

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). **Board Member / 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? **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.

- 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. **None**.

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

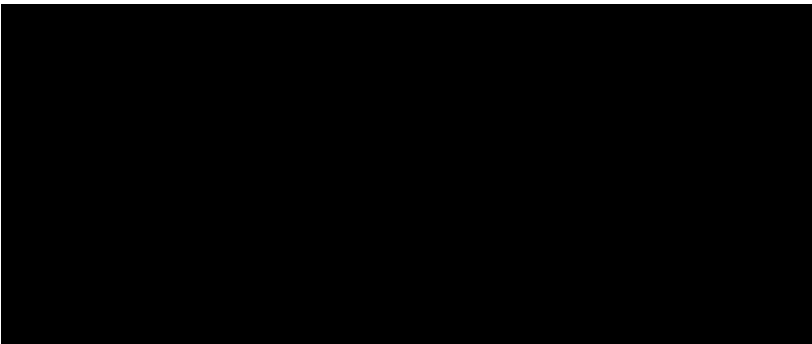
- Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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.**" **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

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.



last revised 06/8/2020

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

Name: Jason H. Caldwell

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

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

Board Member

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

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

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

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

No.

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

No.

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

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

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

No.

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

Yes No

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

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

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

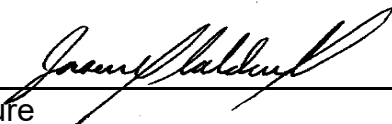
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None.

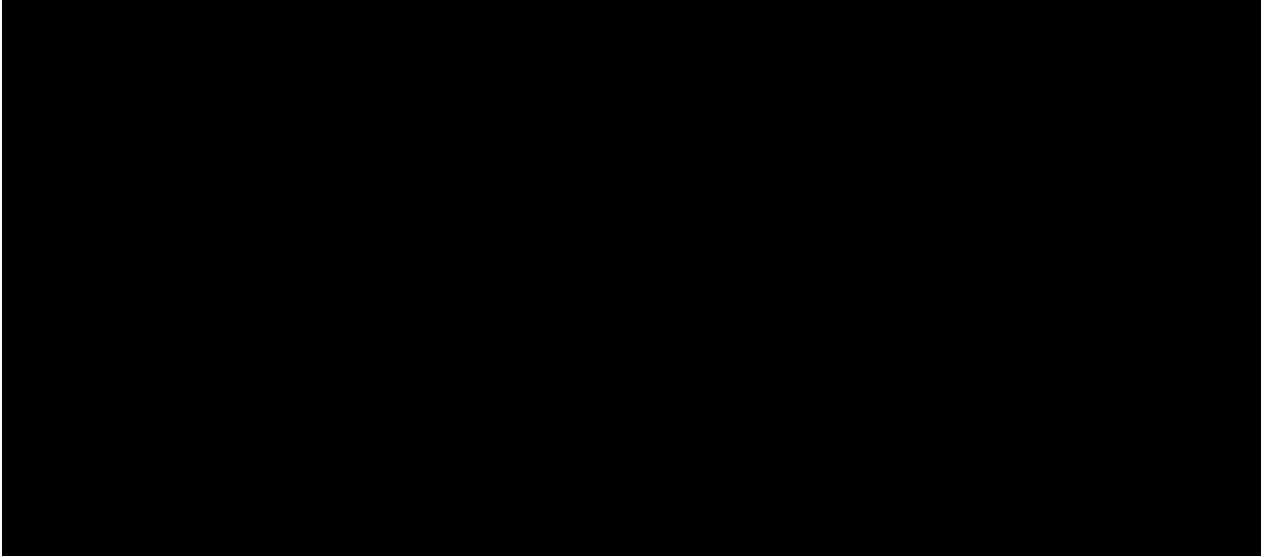
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

None


 Signature _____ Date 8/4/2022

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.



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).

Chair, Secretary, 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
	NONE		

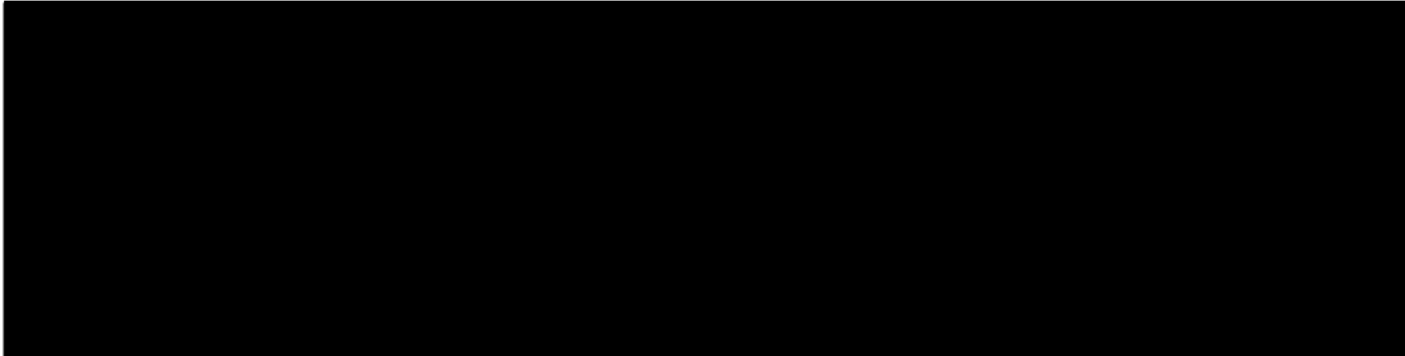
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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				


August 03, 2022

 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.



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? 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.

None

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

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**."

None

Organization	Nature of	Approximate	Name of Trustee	Steps taken

conducting business with the school(s)	business conducted	value of the business conducted	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	to avoid conflict of interest



 Signature

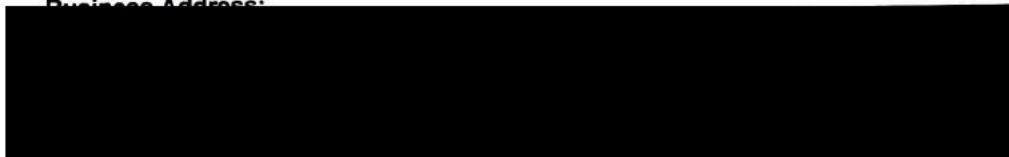
9/14/2022

 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:



Home Address: _____

last revised 06/8/2020

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

Name:

Kamoy Smalling

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**

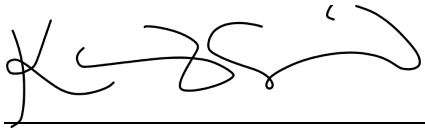
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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. **None**

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

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.**” **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

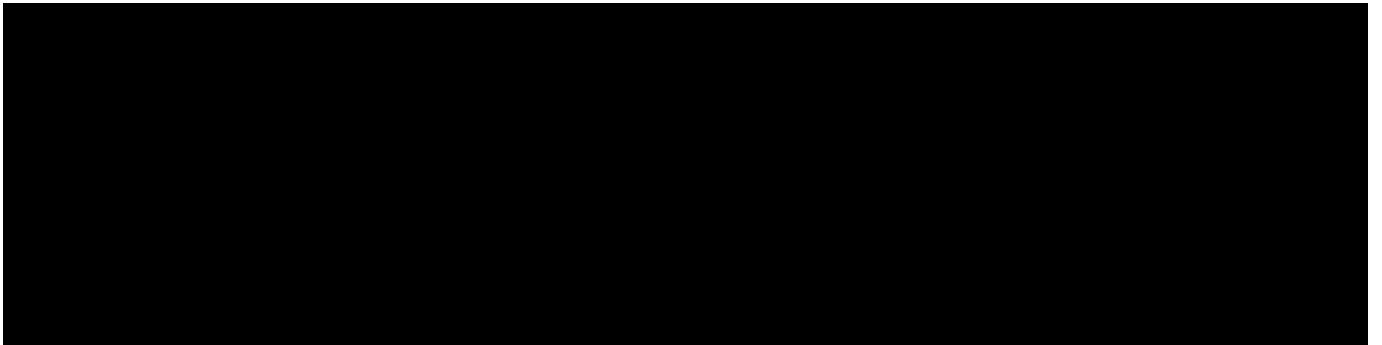


Signature

9/15/2022

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.





**Board of Trustees Meeting Minutes
June 13th, 2022**

A regular meeting of the Board of Trustees (the "Board" or "BoT") of the Mott Hall Charter School (the "MHCS") was held on the above date beginning at 5:05 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Sandra Lugo, Natalie Thompson, Karen Bhatia, Jason Caldwell, Kevin Murungi, Francesca Weindling.
- The following Trustees were absent: Kamoy Smalling
- The following school staff and guests participated: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Josh Moreau, Financial Consultant; Jenny Fernandez, Parent; Ana De La Rosa, Parent; Bacilia Rivera, Parent.

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Connie Lobdell:
 - Welcomed Parents
 - Board of Regents met and Mott Hall Charter School was given a three (3) year renewal
 - Organization Chart revised
 - Enrollment - State's projection for 2022-2023 enrollment 280 by October 2022
 - Corrective Action Plan – school has addressed preemptively
 - Instructional Audit
 - Approval on hiring Ryushique Bonner as Assistant Principal:
 - Will be responsible for school's Social/Emotional Health, Social Workers and Culture working with Deans and Counselors
 - Start date of July 1st, 2022
 - Fingerprinting and clearance in place
 - Natalie asked that Ryushique Bonner's resume be forwarded to Board members
 - International Baccalaureate (IB) – now allows for virtual interaction
 - Recruitment for English Language Learners (ELLs)
 - Computer Science Programs
 - Hiring Updates – Special Education, ELA/Special Education, Math, Social Studies
 - Graduation
 - Saturday, June 18th
 - Brandon Hendricks Scholarship to be presented to honoree by Brandon Hendrick's mother, Eve Hendricks
 - Changing of Guard
- Yvette Colon:
 - Human Resources vendor options –
 - Prestige

- Extensis
 - Vensure
- o New contracts –
 - Schola – 3-month recruitment, marketing services
 - PowerSchool
 - Meg Languages – interactive language program; pilot for one (1) year; Spanish and Mandarin
- o Reviewed Dashboard
- o Lion’s Luncheon for new incoming students on Saturday, June 11th – good attendance
- o Declined applications – distance, no busing and families moving out of state
- o Multiple types of outreach for student recruitment
- o Attending Charter School Conference in Washington, D.C.
- Natalie Thompson:
 - o Congratulated Connie Lobdell and staff for renewal
 - o Finance Committee will review HR vendor options and report at July Board meeting
 - o Salaries for positions should be posted starting in November 2022
 - o Position descriptions
 - o EDP agreement – Executive Committee to discuss before July Board meeting
- Josh Moreau:
 - o Financial Report
 - Finance Committee – salary increase
- Jason Caldwell:
 - o End of year donations to scholarship fund over the next few years

Board Motions and Approvals

1. Motion to approve May 24th, 2022 minutes made by Jason Caldwell and seconded by Francesca Weindling - Board reviewed and unanimously approved.
2. Motion to approve hiring of Ryushique Bonner made by Sandra Lugo and seconded by Jason Caldwell - Board reviewed and unanimously approved.
3. Motion to approve current contracts made by Karen Bhatia and seconded by Jason Caldwell – Board reviewed and unanimously approved.
4. Motion to approve budget and 3% salary increase made by Sandra Lugo and seconded by Jason Caldwell – Board reviewed and unanimously approved.

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



Signature

July 13th, 2022
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.



**Board of Trustees Meeting Minutes
February 15th, 2022**

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

Attendance

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

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Mary Katherine Kaplan reporting on audit of Mott Hall Charter School:
 - Lack of Operations leadership over the last few months.
 - Erica Lopez has strong desire but not the skills.
 - Natalie Thompson asked Mark Katherine Kaplan how many Operations personnel should the school have.
 - Mary Katherine Kaplan suggested four (4) individuals in Operations:
 - Director of Operations
 - Two (2) Office Managers – one at the front of the house and one at the back of the house
 - Additional person if affordable – Special Projects
 - Connie Lobdell asked if Operations team can include the Parent Coordinator and Mary Katherine Kaplan said it depend on the affordability of additional person.
 - Engage with TriNet for additional services, e.g. training for individual handling Human Resources.
 - Liability with Human Resources when it is not fully functional and has gaps, e.g. fingerprinting.
 - Top three (3) items:
 - Human Resources (HR)
 - Student Enrollment Data
 - ATS – Skedula and most up to date Dean’s List
 - Additional items:
 - ROCL needs to be accurate.
 - Per pupil projection depends on ATS accuracy.
 - Attendance – no clear consensus as to how it is happening. Does not appear to be accurate at this time.
 - How are remote students being monitored?
 - Connie Lobdell asked Mary Katherine Kaplan for recommendation of someone to do training on ATS.
 - Mary Katherine Kaplan will recommend someone in special education to support Tracy Barrett.
- Josh Moreau:

- o Was at the school on February 15th, 2022 to discuss:
 - Enrollment
 - Staffing
 - Onboarding
 - Agreed with Mary Katherine Kaplan regarding input on school
 - March Meeting – will have baseline with Finance Committee
- o Natalie Thompson asked Josh Moreau to look at Compensation Policy
- Connie Lobdell updated the Board on “state of the school”:
 - o Hiring of Yvette Colon as Director of Operations (DOO). Yvette Colon cleared fingerprinting, etc. and can start March 1st, 2022.
 - o Hiring of Toya Woods as School Counselor.
 - o Accountability Dashboard:
 - two (2) new scholars
 - student attendance in-school vs. remote
 - there is a backup to ATS in place
 - percentage is higher due to attendance of remote scholars
 - Related Service Authorization (RSA) Letters (Nickerson Letters) – are being sent out
 - o Marketing – multiple meetings taking place and website being updated
 - o After-school program has begun – 45 slots and 91 scholars are enrolled
 - o RTI Specialist – arranging trips
 - o STEM and ELA happening concurrently
 - o SEL – provided by Operation Exodus
 - o Social Justice – Feminist Club and Books Club
 - o Sports
 - o Senior Year Clubs – Yearbooks and Senior Committee
 - o Kevin Murungi asked if there were going to be movement programs, i.e. dance. Connie Lobdell informed that these were in the works with many of the scholars interested.
- Natalie Thompson:
 - o Comprehensive Action Plan
 - o Letter of Deficiency – preemptive actions
 - o Connie Lobdell has documentation on what has been done and what needs to be done, e.g. onboarding.
 - o Connie Lobdell asked about TriNet
 - o Natalie Thompson:
 - does not feel that TriNet is a good fit for Mott Hall, especially in the Human Resources area/component
 - is not comfortable that school is getting what is needed
 - asked if Board should begin looking at other companies, i.e. the investigation process
 - should start investigation and get baseline information
 - o Asked about status of staff members still not vaccinated. Need to send them letters and notify them of vaccination requirement.

Board Motions and Approvals

1. Motion to approve February 15th, 2022 minutes made by Jason Caldwell and seconded by Kevin Murungi - Board reviewed and unanimously approved.
2. Motion to approve hiring of Yvette Colon as DOO made by Jason Caldwell and seconded by Natalie Thompson - Board reviewed and unanimously approved.

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



March 21st, 2022

Signature

Date

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



**Board of Trustees Meeting Minutes
January 18th, 2022**

A regular meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”) was held on the above date beginning at 5:50 p.m. local time pursuant to notice duly given.

Attendance

- The following Trustees were present: Natalie Thompson, Sandra Lugo, Jason Caldwell and Francesca Weindling.
- The following Trustees were absent: Kamoy Smalling, Karen Bhatia and Kevin Murungi.
- The following school staff and guests participated: Connie Lobdell, Principal and Executive Director.

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:50 p.m.
- No public with comments.
- Natalie Thompson:
 - Finance Committee reviewed finance report. Josh Moreau will give guidance at a later date.
 - Paul Hastings grant used for technology
 - Hiring Committee:
 - All hires will be vetted by Board.
 - Onboarding will need to be approved by Board once all requirements have been met, e.g. fingerprinting.
 - Due to letter of deficiency all school hiring will be monitored by the Board. Focus is transparency not micromanagement of Connie Lobdell or the school.
 - Positions for hiring:
 - Director of Operations (DOO)
 - Special Education Teacher
 - School Counselor
 - Assistant Principal for 2022-2023
 - Jason Caldwell spoke to interviewee for DOO and recommended.
 - Need to get input from Kevin Murungi for approval.
 - Connie Lobdell recommended that interviewee go another level of vetting. Have Mary Katherine Kaplan create a profile for Mott Hall DOO.
 - Interviewee was advised that position would be for DOO or Manager of Operations.
 - Natalie Thompson – need to increase the number of people in Operations.
 - Offer for DOO pending background check.
 - Manager for Operations to be hired by DOO and Connie Lobdell.
 - Francesca Weindling recommended approval for hiring of DOO pending background clearance (fingerprinting, etc.). Recommendation approved by Board members present.
 - Connie Lobdell:
 - School Counselor – Potential candidate will be interviewed by Jason Caldwell and Kevin Murungi. If Jason Caldwell unavailable, Francesca Weindling will be available for interview.
 - Time of essence to fill position.

- Special Education Teacher – no candidate at this time.
 - Assistant Principal – role needs to be defined for this position.
- Natalie Thompson recommended that Connie Lobdell have an Administrative Assistant. Motion was made and Board approved.
- Connie Lobdell updated the Board on “state of the school”:
 - Enrollment
 - In person registration with families and students.
 - Mott Hall Charter School 10th year anniversary in September 2022. Begin planning celebration of 10 years.
- Natalie Thompson:
 - Strategic planning with Bob Lesser - meet with individual board members or in pairs in order to move forward with planning.
 - Comprehensive action plan – first checkpoint end of January.
 - Draft letter for State.
 - Timekeeping system – TriNet
 - Connie Lobdell’s evaluation to be done by Dr. Nadia Lopez.
 - Meet with Dr. Lopez to create evaluation.
 - Comprehensive feedback.
 - In lieu of cancelled Christmas party should have a recognition of staff possibly in February or soon after.

Next Steps

- Introduction of Director of Operations (DOO) at next board meeting.
- By-Laws

Board Motions and Approvals

1. Motion - Board reviewed and unanimously approved the December 20th, 2021 meeting minutes.
2. Motion - Board approved Administrative Assistant for Connie Lobdell – motion made by Sandra Lugo and seconded by Jason Caldwell.
3. Approval – Board approved Francesca Weindling recommendation of hiring DOO pending background clearance.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name

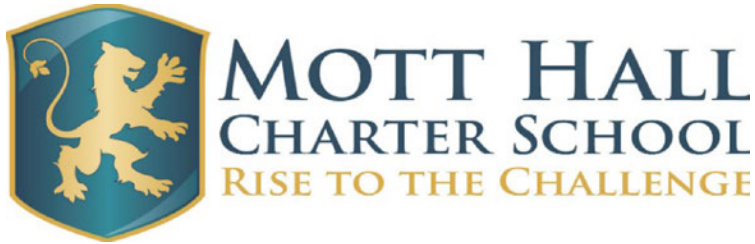


February 15th, 2022

Signature

Date

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



**Board of Trustees Meeting Minutes
April 27, 2022**

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

Attendance

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

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:
 - Financial Report and School Audit
 - Staffing – Natalie Thompson asked about increasing number of staff members on Operations Team
 - Human Resources (HR) – Natalie asked about vendors to replace TriNet
 - Connie Lobdell updated the Board on "State of the School":
 - Need hiring of 8th grade ELA Teacher for 2022-2023 and Special Education Teacher

Board Motions and Approvals

1. Motion to approve hiring of Chamia Lucas and Nicole Mena made by Natalie Thompson and seconded by Kevin Murungi - Board reviewed and unanimously approved.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name

May 24th, 2022

Signature Date

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



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes October 18th, 2021

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

Attendance

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

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:48 p.m.
- No public with comments.
- Natalie Thompson:
 - o New building
 - o Fundraising
- Josh Moreau reported on financial and audit report:
 - o Surplus due to loan forgiveness
 - o Top to bottom audit of all registrations
 - o Well positioned after audit
 - o Letter from auditor
- Connie Lobdell updated the Board on State visit with authorizers:
 - o Authorizers “remote” visit on Tuesday, 10/19/21 and Wednesday, 10/20/21
 - o Board will meet “remotely” with authorizers on Wednesday, 10/20/21
 - o Discussed focus groups – no focus group with teachers due to high teacher return rate
- Connie Lobdell updated the Board on “state of the school”:
 - o 1% of teachers are not vaccinated
 - o Tracking students leaving the city
 - o Enrollment strategies
 - o Expedited Hiring

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

November 15th, 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.



**Board of Trustees Meeting Minutes
May 24th, 2022**

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

Attendance

- The following Trustees were present: Sandra Lugo, Natalie Thompson, Jason Caldwell, Kevin Murungi, Francesca Weindling.
- The following Trustees were absent: Kamoy Smalling, Karen Bhatia.
- The following school staff and guests participated: Connie Lobdell, Principal and Executive Director; Yvette Colon, Director of Operations (DOO); Josh Moreau, Financial Consultant.

Call to Order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Natalie Thompson:
 - Importance of June board meeting.
 - Board attendance and activities being reviewed by state.
- Josh Moreau:
 - Financial Report and School Audit
 - Financially we are where we are supposed to be at this time of year.
 - Finance Committee – review budget with increases
 - Forecast - slow down of expenses
 - Finance Committee will meet June 8th at 1:00 p.m.
- Connie Lobdell updated the Board on “state of the school”:
 - Yvette Colon - Enrollment numbers are not definite until all registrations are completed by parents.
 - Past, present and future enrollment numbers reviewed.
 - Comprehensive Action Plan – Connie Lobdell and Natalie Thompson reviewed state’s requests and responded to evaluation comments from Kim Santiago. Data submitted in support of areas of deficiency.
 - Assistant Principal for Guidance position – Ryushique Bonner to be interviewed by Academic Committee, Sandra Lugo and Kevin Murungi, on Thursday, May 26th.
- Bob Lesser – Strategic Plan Report:
 - Surveyed staff members
 - Strengthen Operations Leadership
 - DOO to be go-between board and school
 - Ensure enrollment and retention
 - assign individual to be responsible for this
 - Refine Social Emotional Health Program
 - sustain and continue program
 - Revitalize Career and College Readiness Program
 - possible responsibility of deans

- track students who have graduated
 - o Remain in current facility and potentially rent satellite space for self-contained special education program
 - o Continue instructional excellence and innovation
 - o Streamline administrative positions
 - o Optimize board engagement
- Natalie Thompson:
 - o Curriculum
 - o Building space for satellite
 - o Expansion of trailer
 - o Timeline of accountability matrix
 - o Strategic plan to be forwarded to Board for comments

Board Motions and Approvals

1. Motion to approve April 21st, 2022 minutes made by Natalie Thompson and seconded by Jason Caldwell - Board reviewed and unanimously approved.

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



June 13th, 2022

Signature

Date

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MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustee Meeting Minutes March 8th, 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”:
 - Enrollment
 - Attendance – attendance process has been changed to facilitate tracking.
 - Home visits to resume in March.
 - March 9th, 2021 – physical opening of school; ongoing training in preparation with safety being paramount.
 - Staff attendance at 98%.
 - Outreach for 2021-2022 enrollment; adjusted to meet changes.
 - RISE assembly on 2/24/21 – enrollment videos.
 - Board meeting on upcoming renewal. Reviewed benchmarks for renewal. Ms. Lobdell to walk through it at the next Board meeting.
 - \$50,000 for replacement of devices.
 - On track with spending.
 - Saturday Academy added to expenditures.
 - Dr. Miller will be addressing mental health issues.
 - Annual fund update – remains the same.
 - 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

March 8th, 2021
Date



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes July 19, 2021

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

Attendance

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

Call to Order, Public Comment, and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo, Secretary

Name

Signature

7/19/2021

Date



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

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



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes November 15th, 2021

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

Attendance

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

Call to Order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:

Sandra Lugo

Name



Signature

December 20th, 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.



**Board of Trustees Meeting Minutes
December 20th, 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 5:35 p.m. local time pursuant to notice duly given.

Attendance

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

Call to Order, Public Comment, and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35 p.m.
- No public with comments.
- Natalie Thompson:
 - Letter of Deficiency from State
 - Quick response to State’s Letter of Deficiency – submitted before the deadline
 - COVID – will notify State as well as Board going forward
 - Transparency with State on all matters
- Josh Moreau reported on the financial report:
 - School Audit
 - Accrued revenues and reports sent to the State.
 - Award letter – funds to be allocated to technology; flexibility on how and when.
 - Salary Schedule
 - Grants to be amended over time
- Connie Lobdell updated the Board on the “state of the school”:
 - Dashboard and enrollment – the number of students will increase with the addition of special education students.
 - We will be accepting all students regardless of the time of year – rolling admission
 - Special Education Consultant – 4 days a week
 - Marketing –
 - flyer developed with photographs providing a quick snapshot of the school
 - an additional flyer giving the parents’ application access
 - updating website – simpler and user friendly
 - tables in front of the school and business establishments
 - PA president very supportive of new marketing techniques
 - Will have “zoom” meetings with other administrators
 - Space is limited due to COVID and social distancing
 - Families are requesting smaller class sizes

- o Saturday Academy – January 10th, 2022
- o Diversity of programs including enrichment programs
- o Virtual ESL classes for adults
- o Civic classes on Wednesday evenings for families
- o Basketball – girls and boys
- o Assessments – Reading Inventory
- o Inquiry teams with a focus on ENL students
- o January – first ELA mock exam
- o Working on Attrition Analysis – staff members who have left over the last year and reason for leaving
- o Director of Operations (DOO) – first-round being conducted by Kevin Murungi and Jason Caldwell
- o School narrative should highlight differences in instruction, e.g. hybrid, in building, remote
- Natalie Thompson:
 - o Onboarding process – hiring process must be in compliance, e.g. fingerprinting
 - o Senior positions need to have two board members involved in the process
 - o Want excel spreadsheet with detailed info (name, length of tenure, reason for leaving, etc. – attrition analysis)
- Bob Lesser:
 - o Comprehensive Action Plan
 - 5-year strategic plan
 - SWOT Analysis (Strength, Weakness, Opportunity, and Threat)
 - IO benchmark areas with a focus on number 8 (mission and key design elements)
 - strengths/weaknesses
- Sandra Lugo:
 - o Introduction of Board candidates – Luis Quan and Don Mabrey
 - o Natalie Thompson - this item is to be adjourned to January 2022 Board meeting to begin the process
 - o Board candidate resumes being resent to all Board members

Next Steps

- Begin the process for Board candidates

Board Motions and Approvals

1. Board reviewed and unanimously approved the November 15th, 2021 meeting minutes.
2. Finance Committee approved consultant contracts for Bob Lesser, Emily George, and Mary Katherine Flynn.
3. Board approved Safety Plan – motion made by Jason Caldwell and seconded by Sandra Lugo.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Sandra Lugo, Secretary

APPROVED:
Sandra Lugo
Name



January 18th, 2021

Signature

Date

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



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustee Meeting Minutes August 23rd, 2021

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

Attendance

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

Call to Order, Public Comment and Board Discussion

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

Next Steps

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name

Signature

August 23rd, 2021

Date

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



MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

Board of Trustees Meeting Minutes September 13th, 2021

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

Attendance

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

Call to order, Public Comment and Board Discussion

- After noting that no quorum was present, it was moved to discussion at 5:35 p.m.
- No public with comments.
- Erica Flores, Parent Coordinator reported:
 - loss and grievance process
 - building a sense of community
 - create a partnership with the community
 - COVID safety protocols
 - would like to see more involvement and visibility of Board Members
 - concern regarding students who have been on remote and out of building and this will be the first time in 2 years that they will be physically in the school building.
- Natalie Thompson asked Erica Flores to create a catalog of parents' questions and concerns.
- COVID protocols:
 - Staff and students to wear masks at all times
 - Staff must be vaccinated and if not vaccinated, must COVID test weekly
 - Education and support on vaccine
 - Saturday, September 25th – School cafeteria to be a vaccine site from 9:00 a.m. to 4:45 p.m. with nurses and health care professionals
- Josh Moreau gave MHCS financial overview.
- Connie Lobdell updated the Board on the "State of the School".
- Board candidate update – waiting on status of prospective candidate.
- Natalie Thompson asked Jason Caldwell to join the Executive Committee.

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo

Name



September 13th, 2021

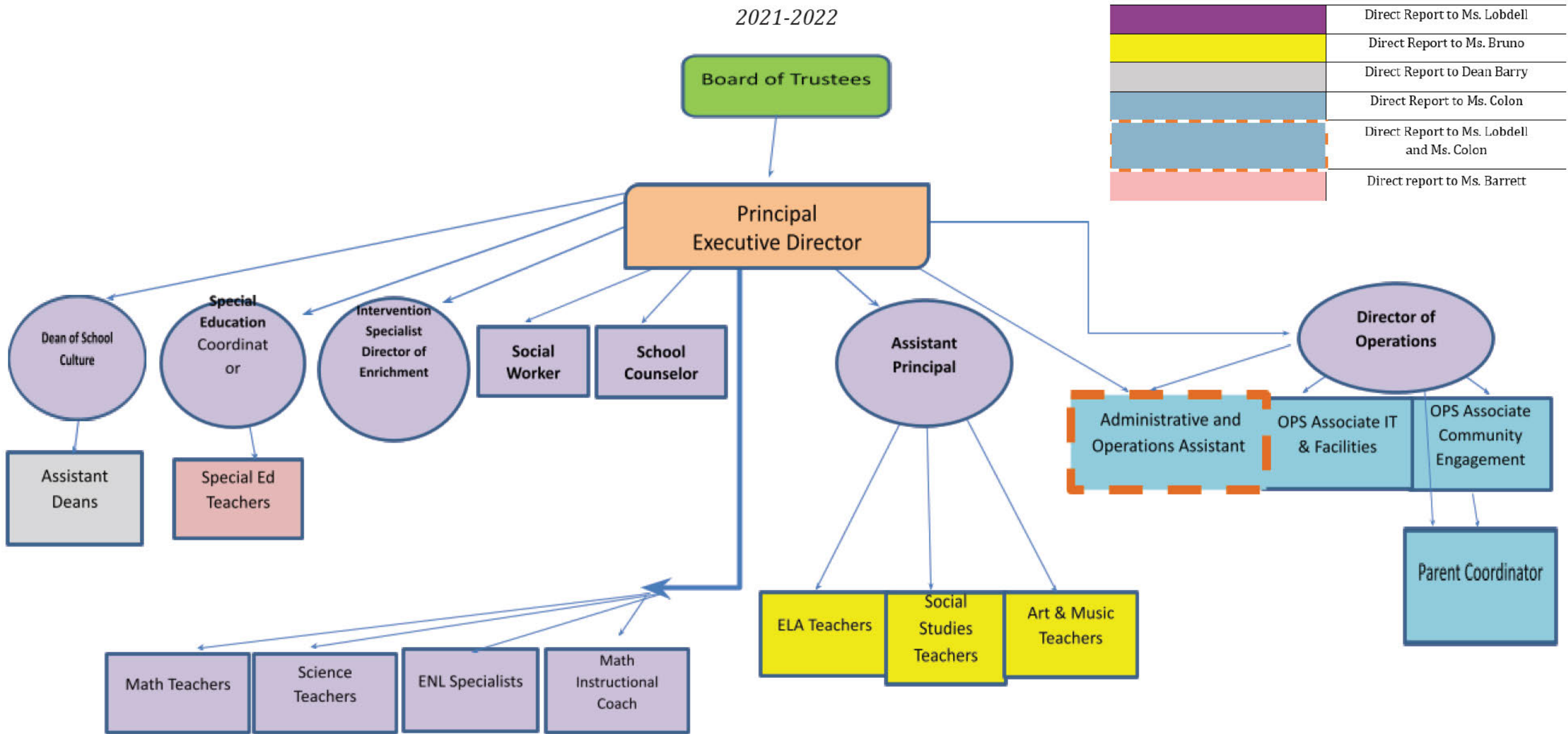
Signature

Date

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Mott Hall Charter School – Organizational Chart

2021-2022



Mott Hall Charter School

2020-2021 Staff Calendar

10.19.20 V.3

This calendar is SUBJECT to change based on DOE calendar once it is published

July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	SC	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	SC	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	PD	19
19	20	21	22	23	24	25	16	FD 10+	18	FD 10	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	OD6	28	29	27	SC	29	30			
Virtual Summer Institute July 13-30							21/11/9/3 Purple- Staff Summer Institute							20/20/20/19						
22/0/0/0																				
October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3	1	2	PD	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	SC	12	13	14	6	7	8	9	10	11	12
11	SC	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	ER	SC	SC	SC	20	21	22	SC	SC	SC	SC
25	26	27	28	29	30	31	SC	SR						SC	SC	SC	SC	SC		
21/21/21/21							17/17/17/16							16/16/16/16						
January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					SC	SC		1	2	3	4	5	6		1	2	3	4	5	6
SC	PD	SR	6	7	8	9	7	8	9	10	11	12	SC	7	8	9	10	11	12	13
10	11	12	13	14	15	16	SC	SC	SC	SC	SC	SC	SC	14	15	16	17	18	19	20
17	SC	19	20	21	22	23	SC	SR	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31							15/15/15/15							23/23/23/23						
19/19/19/18																				
April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	SC	3							1			1	2	PD	4	5
4	SC	SR	7	8	9	10	2	3	4	5	6	7	SC	6	7	8	9	10	11	12
11	12	13	14	15	16	17	SC	SC	SC	SC	SC	SC	SC	13	14	15	16	LD8	ER	19
18	19	20	21	22	23	24	SC	SR	18	19	20	21	22	20	21	22	LDA	24	LD 10	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	LD 10+	30			
20/20/20/20							16/16/16/16							22/21/19/16						

Calendar Key

<p>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</p>	<p>LD8 - Last Day Grade 8 LDA - Last Day Grade 6 and 7 LD10 - Last Day Instructional LD10+ - Last Day 10 month plus NonInstructional</p>
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List of Dates and Times

<p>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</p>	<p>February 12- Regular dismissal, Start Winter Break February 15-February 19 - School Closed February 22 - School Resumes for Students/Staff April 2 - School Closed/Good Friday April 5 -School Closed/Easter Monday May 8- Regular dismissal, Start Spring Break May 11-15 School Closed May 18 - School Resumes for Students/Staff May 31 - School Closed/Memorial Day June 3 - Professional Development/Chancellor's Day (no students) TBD June 10 - Regular School Day/Clerical Day June 16 - Last Day 8th Grade, Awards Ceremony June 18 - 8th Grade Graduation, Early Release (12:00) grades 6 and 7 June 23 - Last Day Grade 6 and 7 June 25 - Last Day 10 Month Instructional June 29 - Last Day 10 Month Plus Non-Instructional</p> <p>Parent to Parent Presentations - Dates TBD Parent Check ins will be week after grades are due each quarter - Date TBD Saturday Academy - Dates TBD</p> <p>TBD/Tentative Dates 8th Grade Prom - June 2, 6:00 8th Grade Breakfast - June 11, 9:00 am 8th Grade Awards - June 16, 6:00 8th Grade Graduation - June 18, 2:00 Graduation</p>
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Academic and Testing Dates

<p>Quarter 1 - August 31- November 6 (46 days) Grades due 4:00 Nov 10 Quarter 2 - November 9- January 22 (41 days) Grades due 4:00 January 26 Semester 1 - 87 days</p> <p><i>Days counted are academic days</i></p>	<p>Quarter 3 - January 25- April 1 (44 days) Grades due 4:00 April 7 Quarter 4 - April 12- June 11 (Gr 8--42) Grades due TBD Quarter 4 - April 12- June 17 (Gr 6/7--47) Grades due 4:00 June 22 Semester 2 - 86 days/91 days</p>
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Day Calculations

<p>12 Month Non Instructional/10 Month Plus Non -Instructional/10 Month Instructional/Instructional Days Work Year/206/195/182</p>
