Application: Mott Hall Charter School

Connie Lobdell - clobdell@motthallcs.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 7 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

MOTT HALL CHARTER SCHOOL 320900861004

a1. Popular School Name

Mott Hall Charter School

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

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

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD # 9 - BRONX

d. DATE OF INITIAL CHARTER

12/2011

e. DATE FIRST OPENED FOR INSTRUCTION

7/2012

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

MISSION STATEMENT

The mission of the Mott Hall Charter School is to prepare our scholars in mind, body, and character to succeed in top high schools, colleges, and careers by becoming inquisitive, open-minded, and compassionate citizens of the world.

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

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

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

KDE 3	Special Population Support MHCS uses a collaborative team teaching approach to ensure that the needs of students with IEPs are met. Our ELL instructional model includes small group instruction, pull out and push-in support, direct vocabulary instruction, and a requirement that all lesson plans include language objectives paired with learning objectives. All MHCS teachers receive professional development to ensure that they can address the learning needs of ELLs and students with IEPs.
KDE 4	College and Career Readiness Program MHCS’s college and career readiness program is modeled on the AVID College and Career Readiness Program. This program helps ensure that Mott Hall students have the skills and information they need to gain acceptance to college bound High Schools throughout New York City.
KDE 5	Social and Emotional Health Program The program design is rooted in aspects of the Sanctuary model, with 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.
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

https://www.motthallcs.org/

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

275

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

273

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

Check all that apply

Grades Served	6, 7, 8

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

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

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Connie Lobdell	718-991-9139	[redacted]	clobdell@motthallcs.org
Operational Leader	Suzanne Trice	718-991-9139	[redacted]	strice@motthallcs.org
Compliance Contact	Suzanne Trice	718-991-9139	[redacted]	strice@motthallcs.org
Complaint Contact	Suzanne Trice	718-991-9139	[redacted]	strice@motthallcs.org
DASA Coordinator	Meghan Oppenheimer	718-991-9139	[redacted]	moppenheimer@motthallcs.org
Phone Contact for After Hours Emergencies	Connie Lobdell	718-991-9139	[redacted]	clobdell@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.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

No

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

(No response)

ATTESTATIONS

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p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Suzanne Trice
Position	Director of Operations
Phone/Extension	718-991-9139
Email	strice@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

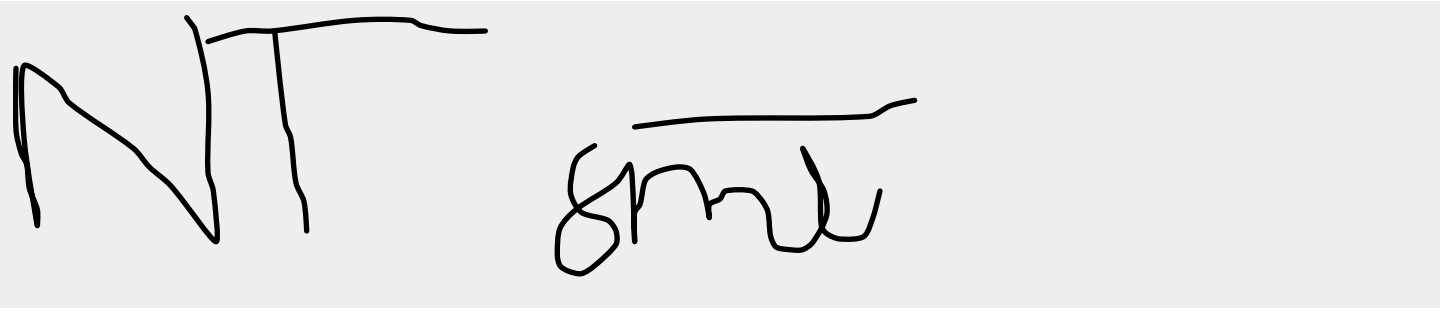
q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, 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

Signature, President of the Board of Trustees



Date

Jul 8 2021

Thank you.

Entry 3 Progress Toward Goals

Completed Aug 7 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing,

surveying, and other usual practices should be reported as "N/A". **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

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1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2020-2021 Progress Toward Attainment of Academic Goals

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

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

Academic Goal 2	Goal 2- Use Read 180 & System 44 programs as part of our Tier 2 Literacy Intervention program to move students toward proficiency.	Reading Inventory Data	Met	levels, we moved students out of 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 yea, 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 DiagnosticsData	Met	In ELA, 23% of students were proficient at the start of the school year year and at the end of the school year, 35% were proficient, indicating a growth of 12% in proficiency. 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. 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. 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.
Academic Goal 4	Administer ELA and Math End iReady End of Unit Standards Mastery Assessments.	iReady Standards Mastery Data	Met	We incorporated iReady standards mastery data in ELA and Math for the first time this year. We focused on specific standards in each unit and then assessed mastery towards these specific standards. This enabled us to monitor growth towards standards proficiency and served as valuable data for adjusting instruction accordingly.
Academic Goal 5	Incorporate vocabulary throughout all content areas to	Teacher’s lessons and data from vocabulary	Met	There was an intensive focus on vocabulary throughout the school year. Vocabulary was taught in context of classroom learning and vocabulary words were derived directly from student texts and math problems. Students were provided with multiple opportunities to practice using the

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

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

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

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

				Not Applicable
Org Goal 1	Hire Special Educational Director	Board Apprpval	Met	Met, hired former consultant full time October 2021
Org Goal 2	Restructure leadership to 2 instructional coaches	Board aprroval	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

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	End FY21 year with no deficit	End of Year Financials	Met	Ended year with 100K positive surplus in additional to $633k in ppe loan-total $733K positive/no deficit
Financial Goal 2	Submit balanced budget	Budget submitted to the Board	Met	Balanced budget on 265 students, year end enrollment 273/268 FTE
Financial Goal 3	Reduce credit card spending and keep to line item budget allocations	Statements and Weekly spending spreadsheet	Met	Purchases go through PO process and weekly meetings with BoostEd to ensure on track with spending
Financial Goal 4	Revise Financial Procedures Manual	Submitted to Board for Approval	Met	Board approved spring 2021, tighten procedures to align with Charter School Audit Guidelines
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 16 2021

Required of ALL Charter Schools

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

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

Audited Financial Statements 2021

Filename: Audited_Financial_Statements_2021.pdf **Size:** 2.1 MB

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

Completed Dec 20 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at 2020-2021 Charter School Annual Report webpage. Upload the completed file in Excel format. **Due November 1, 2021.**

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

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

MHCS Final2021-2022ARBudgetTemplate FY22 (6

Filename: MHCS_Final2021_2022ARBudgetTemplat_IFNXWPe.xlsx **Size:** 38.0 kB

Mott Hall CS_BEDS-320900861004_2020-21

Filename: Mott_Hall_CS_BEDS_320900861004_2020_21.xlsx **Size:** 76.3 kB

Entry 4c – Additional Financial Documents

Completed Nov 16 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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[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.

AnnualReport4

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

MHCS 412 Escrow

Filename: MHCS_412_Escrow.pdf **Size:** 1.0 MB

Entry 4d - Financial Services Contact Information

Completed Nov 16 2021

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Connie Lobdell	[redacted]	[redacted]

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Carlisha Bruno	[redacted]	[redacted]	9

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	BoostEd	Josh Moreau		[redacted]		9

Entry 5 – Fiscal Year 2021-2022 Budget

Completed Aug 7 2021

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

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

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

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

MHCS_FY2022 Budget_BOARD APPROVED (6

Filename: MHCS_FY2022_Budget_BOARD_APPROVED_6.9.21.xlsx **Size:** 853.7 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed Aug 7 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education

corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

Kevin Murungi Financial Disclosure 2021

Filename: Kevin_Murungi_Financial_Disclosure_2021.pdf **Size:** 110.8 kB

Jason Caldwell FinancialDisclosure2021 (2)

Filename: Jason_Caldwell_FinancialDisclosure2021_2.pdf **Size:** 173.3 kB

FinancialDisclosure2021Bhatia

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

FinancialDisclosure202Lugo

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

MHCH Disclosure 2021Thompson

Filename: MHCH_Disclosure_2021Thompson.pdf **Size:** 1.4 MB

FinancialDisclosure2021Weindling

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

RRodriguezFinancialDisclosure

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

ScalderoFinancialdisclosure

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

Entry 7 BOT Membership Table

Completed Aug 7 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Natalie Thompson	[redacted]	Chair	Executive, Finance and Audit	Yes	3	1/16/2021	6/14/2024	12
2	Karen Bhatia	[redacted]	Vice Chair	Executive	Yes	2	1/16/2021	6/14/2024	10

3	Roberto Rodriguez	9/25/2018	Trustee/ Member	Finance and Audit	Yes	1	9/25/2018	9/24/2021	7
4	Sandy Lugo		Secretary	None	Yes	2	1/16/2021	6/14/2024	11
5	Jason Caldwell		Trustee/ Member	None	Yes	1	4/12/2021	04/11/2024	5 or less
6	Kevin Murungi		Trustee/ Member	None	Yes	1	4/12/2021	04/11/2024	5 or less
7	Francesca Weindling		Trustee/ Member	None	Yes	1	04/12/2021	04/11/2024	5 or less
8					Yes				
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

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

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 7 2021

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

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

February2021Minutes

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

August2020Minutes

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

December2020Minutes

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

April2021Minutes

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

June2021Minutes

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

January2021AdditionMtgMinutes

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

January2021Minutes

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

July2020Minutes

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

March2021Minutes

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

November2020Minutes

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

May2021Minutes

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

September2020Minutes

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

October2020Minutes

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

June 14th, 2021 Board of Trustee Meeting Minutes

Filename: June 14th 2021 Board of Trustee Mee 4BNj3Vj.pdf **Size:** 280.1 kB

Entry 9 Enrollment & Retention

Completed Aug 7 2021

Instructions for submitting Enrollment and Retention Efforts

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

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
		Mott Hall Charter School (MHCS) makes numerous efforts to ensure we attract and recruit Economically Disadvantaged Students (ED). Applicants from

Economically Disadvantaged	To ensure strong recruitment for the 2020-21 school year, Mott Hall Charter School formed a robust recruitment committee and reviewed the outreach methods to ensure remote access to our community was considered in the case of closures. The committee consisted of staff who are both familiar with the surrounding neighborhoods and have community connections and relationships. The recruitment committee hosted neighborhood events both in school and in the surrounding area when allowed. Due to COVID school closures, CDC, and NYC DOH guidelines, schools were not permitted to hold in person community events in the school. MHCS responded to the closures and put into place media events that occurred simultaneously or in place of live events as needed. Events such as the Clothing Project in collaboration with PS 63, food outreach, gift cards for families, and social emotional outreach including partnering with community organizations ensured MHCS continued to be seen as a supportive community center as well as a middle school. Our outreach efforts were well received and continued even when face to face opportunities were prohibited. Mott Hall Charter School continued the relationship with NYCHA and local	District 9 located in the South Bronx are given weighted status in our application lottery. During the 20-21 School Year Parents from all District 9 elementary schools are invited to attend Zoom open house events as well as live in person events as allowed. Outreach is made to Parent Coordinators of zone and out of zone elementary schools to ensure that the community is aware of our programs. MHCS has developed relationships with schools both in District 9 and in the surrounding Districts. Numerous parent assemblies both remote and live and community gatherings were held to ensure community awareness, invite the community to participate in school wide events, including Zoom Parent to Parent meetings, and Social Emotional Support Zoom meetings led by the social work team. These events are held in an effort to support community efforts for all residents of the community. Mott Hall Staff has attended and participated in several neighborhood health and wellness fairs over the course of the year. Mott Hall Charter School is located in the Morisanna section of the Bronx and outreach was made by visits to local community centers and flyers were posted in New York City Housing Authority (NYCHA) buildings. In an effort to continue our outreach with families during the Covid closure, MHCS has used weekly Zoom meetings, text, facebook and instagram to

	community health organizations and used multiple media 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.	engage with the community and continue conversations to ensure families could register via media platforms. Mott Hall Charter School created events that included the entire community such as the collaborative clothing drive with colocated PS 63 which helped get clothing to our neighbors in the community. MHCS also ensured a Thanksgiving Dinner was available to those in our community in need. Mott Hall Charter School has partnered with the Local NYC Police Precinct to engage students and families and encourage community collaborations. Attendance at the monthly community meeting with the precinct is attended by the Parent Coordinator and the Special Education Director.
	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	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

English Language Learners	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 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/MLLL students and adults.	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 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 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 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	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.

Students with Disabilities	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 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.	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, Instagram, and FaceBook to ensure effective outreach. MHCS proactively will continue online synchronous instruction in support of our students and our providers to ensure that SWD are served in a meaningful way consistent with the needs of our families. All of the students will be given laptops and internet access to ensure uninterrupted connection to school instruction according to FAPE. Our CSE team (CSE 1 Fordham) is invited to participate in our Integrated Co Taught classes as well as our assemblies so they are informed of our best practices for instruction and can understand our SWD’s needs. MHCS works closely with our authorizer in

		order to share our best practices and learn for other charter schools across the state ensuring we are a leader in educating all of our students with needs. Mott Hall Charter School intends to continue to offer Saturday Academy and is planning on a Winter Break program. We hope to open these opportunities to a schools we work with for our enrollment.

Retention Efforts Toward Meeting Targets

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

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.	held to ensure community awareness, inviting the community to participate in school wide events. Mott Hall Charter School will be in attendance and participate in several neighborhood health and wellness fairs throughout the year. As the school 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.

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

English Language Learners	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, 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	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 needed.

	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.	
	Mott Hall Charter School	In order to ensure robust recruiting and attracting SWDs, Mott Hall Charter School's proven growth with our special populations will make MHCS a leader in charter school middle schools. Mott Hall Charter School's MTSS of intervention, differentiation for all students, and highly qualified teachers for all students will support student growth. This success for our students is what families are seeking when looking for middle schools for their SWDs. Mott Hall Charter School continues work collaboratively with the CSE to ensure the CSE understands the special education programs MHCS has to offer all students. Mott Hall Charter School completes the Appendix C informing the NYC DOE and CSE and ensuring they understand the programs MHCS offers and can share the information with families. Mott Hall Charter

Students with Disabilities	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.	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 Aug 7 2021

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

A. TEACH System – Employee Clearance

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

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

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

B. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf.

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Aug 7 2021

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	14

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	25

Thank you.

Entry 12 Organization Chart

Completed Aug 7 2021

Instructions

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

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

2020-21 MHCS Organizational Chart (1)

Filename: 2020 21 MHCS Organizational Chart 1.pdf **Size:** 480.1 kB

Entry 13 School Calendar

Completed Aug 7 2021

Instructions for submitting School Calendar

Required of ALL Charter Schools

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

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

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

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

Annual Report 2020-21 Calendar Final

Filename: Annual_Report_2020_21_Calendar_Final_.pdf **Size:** 106.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 7 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Mott Hall Charter School

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

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

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

Thank you.

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

Audited Financial Statements In Accordance With Government Auditing Standards

June 30, 2021

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800
www.schallandashenfarb.com

MOTT HALL CHARTER SCHOOL

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SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

Independent Auditor's Report

To the Board of Trustees of
Mott Hall Charter School

Report on the Financial Statements

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, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mott Hall Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 16, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 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 14, 2021 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 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

Schall & Ashenfarb
Certified Public Accountants, LLC

October 14, 2021

MOTT HALL CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2021
(With comparative totals at June 30, 2020)

	6/30/21	6/30/20
Assets		
Cash and cash equivalents	$1,625,743	$1,444,466
Government grant receivable - per pupil funding (Note 3)	0	16,957
Government grants receivable - other	351,535	147,491
Prepaid expenses	1,853	5,507
Restricted cash (Note 4)	100,299	100,067
Fixed assets, net (Note 5)	177,047	169,886
Total assets	$2,256,477	$1,884,374
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	$404,191	$489,106
Payroll Protection Program Loan (Note 6)	0	633,822
Government grant advance - per pupil funding (Note 3)	69,346	0
Total liabilities	473,537	1,122,928
Net assets - without donor restrictions	1,782,940	761,446
Total liabilities and net assets	$2,256,477	$1,884,374

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

MOTT HALL CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20
Without donor restrictions:		
Public support and revenue:		
Public school district revenue: (Note 3)		
Resident student enrollment	$ 4,283,381	$ 4,206,353
Students with special education services	558,452	557,556
Subtotal public school district revenue	4,841,833	4,763,909
Government grant - Paycheck Protection Program (Note 6)	633,822	0
Other government grants	433,947	353,834
Contributions	47,724	8,819
Other income	4,227	3,079
Total public support and revenue	5,961,553	5,129,641
Expenses:		
Program services:		
Regular education	2,795,388	2,902,629
Special education	1,399,321	1,535,439
Total program services	4,194,709	4,438,068
Supporting services:		
Management and general	681,998	681,190
Fundraising	63,352	52,565
Total expenses	4,940,059	5,171,823
Change in net assets	1,021,494	(42,182)
Net assets - beginning of year	761,446	803,628
Net assets - end of year	$1,782,940	$761,446

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

MOTT HALL CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	Program Services			Supporting Services			
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising	Total Expenses 6/30/21	Total Expenses 6/30/20
Salaries	$1,946,737	$992,881	$2,939,618	$297,670	$47,211	$3,284,499	$3,450,998
Employee benefits and payroll taxes	479,219	244,413	723,632	73,275	11,622	808,529	809,245
Total personnel costs	2,425,956	1,237,294	3,663,250	370,945	58,833	4,093,028	4,260,243
Professional development			0	109,240		109,240	60,077
Professional fees	120,756	49,382	170,138	133,088		303,226	360,929
Student and staff recruitment			0	22,537		22,537	1,447
Curriculum and classroom expenses	51,887	14,658	66,545			66,545	69,896
Supplies and materials	12,842	5,341	18,183	1,151	183	19,517	98,428
Food services	5,140	1,452	6,592			6,592	15,226
Postage, printing, and copying	2,402	1,225	3,627	367	58	4,052	6,445
Insurance	35,190	17,948	53,138	5,381	853	59,372	54,678
Information technology	64,678	32,987	97,665	9,889	1,569	109,123	89,262
Non-capitalized equipment and furnishings	5,704	2,909	8,613	872	138	9,623	13,879
Repairs and maintenance	868	442	1,310	133	21	1,464	5,255
Depreciation	69,965	35,683	105,648	10,698	1,697	118,043	114,603
Other				17,697		17,697	21,455
Total other than personnel costs	369,432	162,027	531,459	311,053	4,519	847,031	911,580
Total expenses	$2,795,388	$1,399,321	$4,194,709	$681,998	$63,352	$4,940,059	$5,171,823

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

MOTT HALL CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021
(With comparative totals for the year ended June 30, 2020)

	6/30/21	6/30/20
Cash flows from operating activities:		
Change in net assets	$1,021,494	($42,182)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	118,043	114,603
Changes in assets and liabilities:		
Government grant receivable/advance - per pupil funding	86,303	(62,264)
Government grants receivable - other	(204,044)	21,882
Prepaid expenses	3,654	13,833
Accounts payable and accrued expenses	(84,915)	(142,800)
Payroll Protection Program Loan	(633,822)	633,822
Total adjustments	(714,781)	579,076
Net cash provided by operating activities	306,713	536,894
Cash flows from investing activities:		
Purchases of furniture and equipment	(125,204)	(107,916)
Net cash used for investing activities	(125,204)	(107,916)
Net increase in cash, cash equivalents, and restricted cash	181,509	428,978
Cash, cash equivalents, and restricted cash - beginning of year	1,544,533	1,115,555
Cash, cash equivalents, and restricted cash - end of year	$1,726,042	$1,544,533

Cash, cash equivalents, and restricted cash:		
Cash and cash equivalents	$1,625,743	$1,444,466
Restricted cash	100,299	100,067
Total cash, cash equivalents, and restricted cash	$1,726,042	$1,544,533

No taxes or interest were paid.

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

MOTT HALL CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

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 2020-2021 fiscal year with an average enrollment of approximately 265 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

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.

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. The School did not have any net assets with donor restrictions at June 30, 2021 or June 30, 2020.

c. Revenue Recognition
The School follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Codification ("ASC") 958-605 for recording contributions. Contributions 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.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under Topic 605. Revenue from these transactions is recognized when performance related outcomes are achieved and other conditions under the agreements are met.

The School records grants as revenue in the period they become unconditional. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using an interest-free discount rate, when deemed material. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Contributions and grants that are due within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. Receivables are reviewed for collectability. Based on knowledge of specific funders and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollected.

d. Cash and Cash Equivalents

The School considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

The School follows ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash.* This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows.

e. Concentration of Credit

Financial instruments which potentially subject the School to 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. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

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
- 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. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j. 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.

k. Accounting for Uncertainty in Income Taxes
The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2018 and later are subject to examination by applicable taxing authorities.

l. 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, 2020 from which the summarized information was derived.

m. New Accounting Pronouncement
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. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line-item presentation on the statement of activities and additional disclosures.

The School is in the process of evaluating the impact this standard will have on future financial statements.

Note 3 - Government Grant Receivable/(Advance) – Per Pupil Funding

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

	6/30/21	6/30/20
Beginning receivable/(advance payable)	$16,957	($45,307)
Funding based on allowable FTE's	4,841,833	4,763,909
Advances received	(4,928,136)	(4,701,645)
Ending (advance payable)/receivable	($69,346)	$16,957

Note 4 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. 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 5 - Fixed Assets

Fixed assets consist of the following:

	6/30/21	6/30/20
Furniture and equipment	$1,006,769	$881,565
Less: accumulated depreciation	(829,722)	(711,679)
Total fixed assets, net	$177,047	$169,886

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 include maintaining average work forces during periods subsequent to receipt of the loan funds that are 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 has been recognized as revenue during the year.

Note 7 - Significant Concentrations

The School and New York City Department of Education ("NYCDOE") signed an agreement, which permits the school to operate the charter. Approximately 81% and 93% of the School's total public support and revenue was received from NYCDOE in 2021 and 2020. If NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

Note 8 - Donated Space

The School is located in a NYCDOE facility and utilizes approximately 7,000 square feet at no charge. The School was unable to determine a value for this service.

Note 9 – 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. The amount of matching payments of $50,000 and $35,000 has been included in payroll taxes and employee benefits in the accompanying financial statements for the years ended June 30, 2021 and June 30, 2020, respectively.

Note 10 - Availability and Liquidity

The School's financial assets available to meet cash needs for general expenditures within one year are $1,977,278, which consist of cash and cash equivalents of $1,625,743 and government grants receivable due within one year of $351,535 at June 30, 2021. 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 11 - Subsequent Events

Subsequent events have been evaluated through October 14, 2021, the date the financial statements were issued. The Organization has concluded that no other material events have occurred that are not accounted for in the accompanying financial statements or disclosed in the accompanying notes.

Note 12 - 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 the 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.

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

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 Auditor's 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, 2021, 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 14, 2021.

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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of finding and questioned costs as item 2020-001 that we consider to be a significant deficiency.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2020-001.

Management of the School's Response to Finding

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 14, 2021

MOTT HALL CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2021

Current Year:

2020-001 – NYCDOE Per Pupil Funding – Proof of Residency

Criteria: The School is required to document proof of residency of students who attend the school.

Condition: During our testing, we noted that six student files out of the twenty-five student files tested did not contain documentation of proof of residency.

Cause: Student files were not kept in a central location. The supporting documentation for the students was not reviewed by anyone other than the person who maintained these documents.

Effect: District rates used for billing of services are at risk of being incorrect.

Recommendation: Enrollment documents, including proof of residency, should be collected prior to the student's admittance, and maintained in a student file. Student files should be kept in a central location and reviewed for accuracy and completeness by someone other than the person who maintains the file.

Views of Responsible Officials: See Corrective Action Plan attached.

Prior Year:

None – There were no findings in the prior year.

October 14, 2021

Subject: Management Response to Schall and Ashenfarb Audit Letter Dated October 14, 2021

Finding: NYCDOE Per Pupil Funding - Proof of Residency

Management Response: We concur with the finding. The finding has been reviewed with management and staff. Corrective action has been taken and new procedures have already been implemented for the student files to be audited, in full, on several occasions throughout the year by personnel who are not responsible for maintaining student files. Parents are being encouraged to resume in-person registration in every circumstance.

Connie Lobdell, Executive Director

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SCHALL & ASHENFARB Certified Public Accountants, LLC

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MICHAEL L. SCHALL, CPA

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, 2021 and have issued our report thereon dated October 14, 2021. 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 7, 2021, 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.

During fiscal 2020, the School received a loan from SBA in the amount of $633,822 through the Payroll Protection Program ("PPP"). The loan was forgiven during fiscal year 2021 as the covered period of the funds occurred and all conditions had been met during this year. Therefore, these financial statements reflect revenue for this forgiven loan.

Not-for-profit organizations are required to record in-kind contributions for rent received without charge. As you are aware, the School operates out of a public-school building owned by New York City. Similar to past years, management decided not to record in-kind rent.

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While this conflicts with generally accepted accounting principles, we feel the impact on the financial statements is not material.

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:

Auditing Updates

The impact of COVID-19 has been felt all throughout the world. The World Health Organization declared a novel coronavirus (COVID-19) outbreak a Public Health Emergency of International Concern. Many donors, suppliers, vendors, customers have been adversely impacted by quarantines, facility closures and travel and logistic restrictions connected with the outbreak.

Those organizations that have been able to provide programming remotely are a step ahead of those who are struggling to adapt to the on-line world. Various stimulus programs, most notably, Paycheck Protection Program Funds, PPP, have been made available to charitable organizations in need. Rules governing how to convert these loans into non-payable grants has been everchanging. One thing is for certain is that the financial statements will look different.

As a result, the way we perform audits has changed. Audits have moved into a remote environment. One thing that has not changed, however is that entities need to maintain systems of internal control and auditors will be gaining an understanding so they can assess the risk of material misstatements and design their tests. In that sense, in some ways the audit will be the same (objectives have not changed), but the steps needed to get there will be different. There will be a stronger review of the impact that COVID-19 has on the ability of an entity to remain a going concern. Wide fluctuations in stock markets and other securities brought about angst from the public and high volatility of prices. Reviewing these areas takes on an increased emphasis during the current year's audit.

On a more technical note, SAS No. 134 through 140 are deferred for one year and are now applicable for periods ending on or after December 15, 2021.

Accounting Updates

FASB New Accounting Standard – Accounting Standards Update No. 2020-07
In September 2020 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.
- Desegregation of the amount contributed in the footnotes.
- Disclose whether nonfinancial GIKs were sold or utilized and description of the program/activities in which those assets were used.
- Disclose NFP's policy (if any) for monetizing rather than utilizing contributed nonfinancial assets.
- Disclose a description of any donor restrictions associated with the contributed nonfinancial assets.
- Disclose 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.

Accounting Standards Update 2020-05
On June 3, 2020, the FASB issued ASU 2020-05 that provides for a one-year deferral for the following:

- Revenue recognition (Topic 606)
- Effective CY 2020, FY 2021(non-public)
- Leases (Topic 842)
- Effective CY 2022 and FY 2023 (non-public)

FASB New Accounting Standard – Accounting Standards Update No. 2014-09
The FASB issued ASU No. 2014-09*, Revenue from Contracts with Customers*. Entities with a calendar 2019 year-end and all other entities thereafter can elect to adopt this standard. A one-year deferral to years beginning after December 15, 2019 (ASU No. 2020-05) has been granted.

This standard eliminates the majority of industry specific regulations and focuses more on a principles-based model for exchange transactions. Many nonprofits currently have transactions of this type, such as tuition, membership dues, licenses, and royalties. It is important to note that contributions are not subject to this standard.

The five-step revenue model highlights the identification of performance obligations of the contract, determining the price and allocating that price to the performance obligation so that revenue is recognized as each performance obligation is satisfied. For nonprofit organizations that do not have public debt, this standard is applicable for calendar 2019 entities or those with a fiscal year that ends during 2020.

FASB New Accounting Standard – Accounting Standards Update No. 2018-08

FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides guidance on whether a receipt from a third-party resource provider falls under the contributions standard or whether it is an exchange transaction.

When a resource provider does not receive commensurate value, they are required to follow the contribution guidance. This standard, for the first time, provides information about how to make this evaluation. The ASU also provides a framework for determining whether a contribution is conditional or unconditional and for distinguishing a donor-imposed condition from a donor-imposed restriction. This is important because it impacts when revenue will be recognized.

Specifically, the ASU explains how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction. Basically, the not-for-profit should evaluate whether the resource provider is receiving value in return for the resources transferred based on the following criteria:

- A resource provider (including a private foundation, a government agency, or other) is not synonymous with the general public. The indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider.
- Execution of a resource provider's mission or the positive sentiment from acting as a donor would not constitute commensurate value received by a resource provider for purposes of determining whether a transfer of assets is a contribution or an exchange.

This evaluation will have the biggest impact on government grants for those entities that have such transactions. Under this new guidance, most government grants will likely be evaluated as a contribution rather than an exchange transaction. However, the revenue recognition may not change in many cases as the contribution is likely to be considered conditional, which has the same recognition principles as does an exchange transaction.

The factors to determine whether a contribution is conditional is based on whether the agreement includes a barrier that must be overcome **and** either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets. A probability assessment about whether the recipient is likely to meet a stipulation is not a factor when determining whether the agreement contains a barrier. In addition, a contribution containing stipulations that are not clearly unconditional shall be presumed to be conditional.

The ASU modifies the simultaneous release option, currently in GAAP, which allows a not-for-profit organization to recognize a restricted contribution directly in net assets without donor restrictions if the restriction is met in the same period that the revenue is recognized. This option may now be elected for all restricted contributions that were initially classified as conditional without having to elect it for all other restricted contributions and investment returns.

A not-for-profit entity that has not issued, or is not a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market would apply the new standard to annual reporting periods beginning after December 15, 2018 (a calendar year organization will apply for their December 31, 2019 financial statements and a fiscal year entity will apply during their fiscal year that ends in 2020).

Early adoption is permitted.

The ASU should be applied on a modified prospective basis where there is no cumulative effect adjustment to opening net assets and no restatement of prior period results.

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 total obligations created by that lease.

For most not-for-profit entities, this ASU will be effective for periods beginning after December 15, 2019, which for practical purposes will be years ending December 31, 2020 and fiscal year entities that end in 2021. 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.

Accounting Standards Update No. 2019-10 issued

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2019-10 that delays the effective dates for the following new standards:

- Leases (ASU No. 2016-02)
- Credit losses (ASU No. 2016-13)
- Hedging (ASU No. 2017-12)

The ASU extends the effective dates of the three standards as they relate to not-for-profit entities as follows:

- **Leases**: The effective date for not-for-profit bond obligors (direct and conduit) would remain unchanged at years beginning after December 15, 2018. The effective date for all other not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
- **Credit losses**: The new effective date for all not-for-profit entities would be years beginning after December 15, 2022, an additional extension of two years.
- **Hedging**: The new effective date for all not-for-profit entities would be years beginning after December 15, 2020, an additional extension of one year.
-

Early-adoption options for the standards will remain unchanged.

IRS Updates

2020 Form 990-T

The Form 990-T is being 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 'siloing'

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

or business, and if so, how it calculates UBTI.

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 main 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

2020 Compliance Supplement Addendum

On December 22nd, the Office of Management and Budget (OMB) released the 2020 *Compliance Supplement* addendum. The effective date of the addendum is the same as for the August 2020 Supplement, i.e., for audits of fiscal years beginning after June 30, 2019, e.g., fiscal years ended June 30, 2020 and December 31, 2020. The addendum must be used in conjunction with the August 2020 Supplement in determining the appropriate audit procedures to support the compliance opinion.

Some of the most significant changes are:

- A 3-month audit submission extension provided by OMB for audits of entities receiving COVID-19 funding;
- Provisions included in the Provider Relief Fund program (PRF) section (Assistance Listing 93.498) that would affect the timing of inclusion of PRF expenditures and lost revenue on the schedule of expenditures of federal awards (SEFA);
- A new footnote to the SEFA on donated personal protective equipment (PPE) from a federal source;
- A new reporting compliance requirement relating to recipient reporting under the Federal Funding Accountability and Transparency Act (FFATA) that will initially only apply to audits of COVID-19 programs in the Supplement addendum but will be expanded to all selected major programs for audits of fiscal year-ends after September 30, 2020;
- Provides detailed information on COVID-19 related funding, new programs and/or additional funding to the existing programs, discussing specific agency guidance and/or waivers provided by agencies due to COVID-19.

Changes to 2020 Compliance Supplement

On August 17, 2020, OMB released the final 2020 OMB *Compliance Supplement* ("the Supplement"). The 2020 Supplement supersedes the 2019 Supplement and is effective for audits of fiscal years beginning after June 30, 2019, e.g., years ending on June 30, 2020 and December 31, 2020.

Some of the more significant changes are as follows:

- Part 3.1 was removed. As you may recall this was related to federal awards made prior to December 26, 2014.
- Part 2, Matrix of Compliance Requirements has changes, which are highlighted in yellow, with corrections highlighted in blue.
- Updates were made to the clusters in Part 5 (Although the addendum will include new COVID-19 programs and changes to existing programs due to COVID-19 funding, the addendum will not add new clusters of programs nor will it revise existing clusters.)
- Provides information on COVID-19 in Appendix VII.
- Minor changes to Part 7, Guidance for Auditing Programs Not Included in This Compliance Supplement.

A few things that had been discussed as possible changing but were left consistent with past years is as follows:

- Maintains the six-requirement mandate
- No changes to Part 6, Internal Control

Changes to Uniform Guidance

In August 2020, OMB issued revisions to the Uniform Guidance ("UG") (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. With the change, if the entity does not have a current federal indirect cost rate, then they are eligible for the de minimis rate.

Timing of the single audit quality project
The date for the requirement for a government wide single audit quality project that must be performed once every six years has been changed to years beginning with audits submitted in 2021. The UG originally provided for the study of single audit quality to begin with audits submitted in 2018.

Legislative/Regulatory Updates

COVID-19 Relief Bill

On December 21, 2020, Congress passed a COVID-19 Relief Bill. The legislation provides fresh funding for another round of the Paycheck Protection Program (PPP). The new round of PPP contains many similarities to the first round of PPP but also has several important differences. The second round of PPP loans is available to first-time qualified borrowers and also to borrowers that previously received a PPP loan.

Who is eligible to apply:

PPP2 loans will be available to first-time qualified borrowers and, for the first time, to businesses that previously received a PPP loan. Specifically, previous PPP recipients may apply for another loan of up to $2 million, provided they:

- Have 300 or fewer employees.
- Have used or will use the full amount of their first PPP loan.
- Can show a 25% gross revenue decline in any 2020 quarter compared with the same quarter in 2019.

If the business was not in operation for a portion of 2019, then the comparable quarters may be different. Borrowers should be aware that the second round of PPP did not remove or change the necessity requirement. All borrowers must be able to certify that the current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant" as of the date on which the PPP loan application is submitted. The legislation also specifies that business expenses paid with forgiven PPP loans are tax deductible, which supersedes prior IRS guidance that such expenses could not be deducted. This does not change the basic underlying concepts of Uniform Guidance cost principles that prohibit costs being charged to a federal award if it is being reimbursed under the PPP.

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
Certified Public Accountants, LLC

October 14, 2021

EXHIBIT 1

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

June 7, 2021

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, 2021.

We will audit the statement of financial position of Mott Hall Charter School as of June 30, 2021, 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.

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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.

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.

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.

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 passed on to you. We will send a template in Word format for use with confirmation requests.

Michael 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.

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.

Posting of Audit Report and Financial Statements on Your Web Site

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.

EXHIBIT 1

Fee and Deliverables of Documents

Our fee will be $17,500. 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. 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.

EXHIBIT 1

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.

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

Schall & Ashenfarb
Certified Public Accountants, LLC

EXHIBIT 1

RESPONSE:

This letter correctly sets forth the understanding of Mott Hall Charter School for the year ended June 30, 2021.

Officer signature

Executive Director
Title

6/10/21
Date

EXHIBIT 1

LUTZ, SELIG & ZERONDA, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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.

Lutz, Selig & Zeronda L.L.P.

33 Century Hill Drive, Latham, NY 12110 ❖ tel: (518) 783-7200 ❖ fax: (518) 783-7335
420 Lexington Avenue, Suite 300, New York, NY 10170 ❖ tel: (212) 297-6204
3746 State Hwy 30, Amsterdam, NY 12010 ❖ tel: (518) 773 2267 ❖ fax: (518) 773 2273
www.lutzseligzeronda.com

EXHIBIT 2

October 14, 2021

Schall & Ashenfarb, CPA's, LLC
307 Fifth Avenue, 15 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, 2021, 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 14, 2021, 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 7, 2021, 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. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

1260 Franklin Avenue • Bronx, NY 10456 • ***Tel***: (718) 991-9139 • ***Fax***: (718) 991-9150

8. There were no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole. One audit adjustment to record in-kind rent was passed on because we felt a true value could not be obtained. We do not feel the impact of that entry is material to the financial statements.

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. Material concentrations, if applicable, have 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.

EXHIBIT 2

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.

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. We have evaluated subsequent events through the report date including events related to the coronavirus disease 2019 (COVID-19) pandemic. We have concluded that there are no adjustments needed to the financial statements. The estimated potential future impact cannot be determined.

13. We have no plans or intentions to discontinue the operations of any program or discontinue any significant services or activities.

14. 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 Organization'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.

15. 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.

16. 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.

17. 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.

18. Mott Hall Charter School received a Paycheck Protection Program loan (PPP loan) which was forgiven in full during the year ended June 30, 2021.

Connie Lobdell

Connie Lobdell

1260 Franklin Avenue • Bronx, NY 10456 • ***Tel***: (718) 991-9139 • ***Fax***: (718) 991-9150

EXHIBIT 2

Executive Director/Principal

Josh Moreau
Financial Consultant

SCHALL & ASHENFARB Certified Public Accountants, LLC

IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

Management Letter

To the Board of Trustees of
Mott Hall Charter School

In planning and performing our audit of the financial statements of Mott Hall Charter School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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 School's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

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.

The following matter is considered to be a significant deficiency:

<u>NYCDOE Per Pupil Funding – Proof of Residency</u>
Charter Schools are required to maintain documentation for proof of residency for their students. During our audit testing, we noted that 6 out of 25 student files selected lacked the documentation for proof of residency. This puts the School at risk that an error could occur, and the district rate used for billing of services may be incorrect.

We recommend that the enrollment documents, including proof of residency, be collected prior to the student's admittance and maintained in a student file. Student files should be kept in a central location and reviewed for accuracy and completeness by someone other than the person who maintains the file.

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800
www.schallandashenfarb.com

This communication is intended solely for the information and use of management, the Board of Directors, and others within the School, 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 14, 2021

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

Statement Period
From June 01, 2021
To June 30, 2021

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

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

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

SIGNATURE BANK

Statement Period
From June 01, 2021
To June 30, 2021

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

Deposits and Other Credits

Jun 30	Interest Paid	20.61

Daily Balances

May 31	100,278.07	Jun 30	100,298.68

Interest Summary

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

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

Statement Period
From June 01, 2021
To June 30, 2021

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

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

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

SIGNATURE BANK

Statement Period
From June 01, 2021
To June 30, 2021

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

Deposits and Other Credits

Jun 30	Interest Paid	20.61

Daily Balances

May 31	100,278.07	Jun 30	100,298.68

Interest Summary

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

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

Name:

Kevin Murungi

_____

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

Mott Hall Charter School

_____

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

   Trustee

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

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

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

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

   No

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

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

   No

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

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

   No

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

   ____**Yes** __x__ **No**

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

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

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

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

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

Signature

07/01/2020
Date

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

[redacted]

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** __X__**No**

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

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

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

   No.

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

   No.

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

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

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

   No.

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

   ____**Yes** _X___**No**

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

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

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

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

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

None

_____ 6/9/2021 _____
Signature Date

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

[redacted]

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

Name:

Karen Bhatia

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).

Vice Chair

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

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

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

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

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

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

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

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

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

   ____**Yes** X ____**No**

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

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

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

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

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

Karen Bhatia

6/12/21

Signature Date

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

[redacted]

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

Name:

Sandra Lugo

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

Mott Hall Charter School

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

   Secretary

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

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

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

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

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

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

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

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

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

____**Yes** __X__**No**

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

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

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

None	None	None	None

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

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

Sandra Lugo

June 14, 2021

Signature Date

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

[redacted]

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

Name:

NATALIE THOMPSON

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

MOTT HALL CHARTER SCHOOL

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

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

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

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

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

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

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

Signature

06·10·21
Date

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

[redacted]

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

Name:

_____

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

_____

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

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.

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

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

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.

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

   ____Yes ____No

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

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

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

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

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

_____ _____

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.

[redacted]

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

Name:

Roberto Rodriguez

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

Mott Hall Charter School

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

Board member

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

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

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

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

No

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

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

No

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

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

No

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

____**Yes** __X__**No**

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

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

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

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

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

Roberto Rodriguez 7/8/21

Signature Date

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

[redacted]

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

Name: Sarah Calderon

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

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

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

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

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

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

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

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

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

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

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

   ____Yes X No

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

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

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

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

Signature

7/16/2021
Date

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

Board of Trustees Meeting Minutes
February 8th , 2021

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo
Name

March 8th, 2021
Signature Date

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

Board of Trustees Annual Meeting Minutes
August 10th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo	Sandra Lugo	August 14, 2020
Name	Signature	Date

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

Board of Trustees Meeting Minutes
December 14th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo
Name

Signature

January 6, 2021
Date

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

Board of Trustee Meeting Minutes
April 12th, 2021

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

Attendance

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

Call to Order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

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

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:
Sandra Lugo
Name

Signature

May 24, 2021
Date

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

Board of Trustees Annual Meeting Minutes
June 22nd, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35p.m.
- Ms. Lobdell updated the board on the "state of the school" highlighting the SED visit, outreach and enrollment.
- The school will be holding a Virtual Summer Institute for three weeks.

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

Sandra Lugo
Name

Sandra Lugo
Signature

June 24, 2021
Date

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

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

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

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

Attendance

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

Call to order

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

Board Motions and Approvals

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

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

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

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

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

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo
Name

Signature

January 20, 2021
Date

Board of Trustees Meeting Minutes
January 11th, 2021

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

Sandra Lugo
Name

Signature

February 8, 2021
Date

Board of Trustees Annual Meeting Minutes
July 13th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

Sandra Lugo
Name

Signature

July 11, 2020
Date

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

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

April 12, 2021
Date

Board of Trustees Meeting Minutes
November 9th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo
Name

Signature

November 20, 2020
Date

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

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

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

Attendance

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

Call to Order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:
Sandra Lugo
Name

June 22, 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.

Board of Trustees Annual Meeting Minutes
September 14th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

Sandra Lugo
Name

Signature

September 20, 2020
Date

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

Board of Trustees Meeting Minutes
October 20th, 2020

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

Attendance

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

Call to order, Public Comment and Board Discussion

- After noting that a quorum was present, the meeting was called to order at 5:35p m.
- Ms. Lobdell updated the board on the "state of the school" with the discussion focusing on enrollment, new teacher hiring, interim assessment plan, literacy acquisition intervention, and teacher observation and development in a remote environment.
- The Fundraising Task Force continued discussions around launching another fundraising campaign and preparing for this year's Annual Fund. Areas of focus could include food insecurity and technology.

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

APPROVED:

_____
Sandra Lugo
Name

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

November 9, 2020

Signature Date

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

Board of Trustee Meeting Minutes
June 14th, 2021

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

Attendance

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

Call to Order, Public Comment and Board Discussion

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

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

Next Steps

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

Board Motions and Approvals

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

Adjournment

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

Respectfully submitted,
Natalie Thompson, Chair

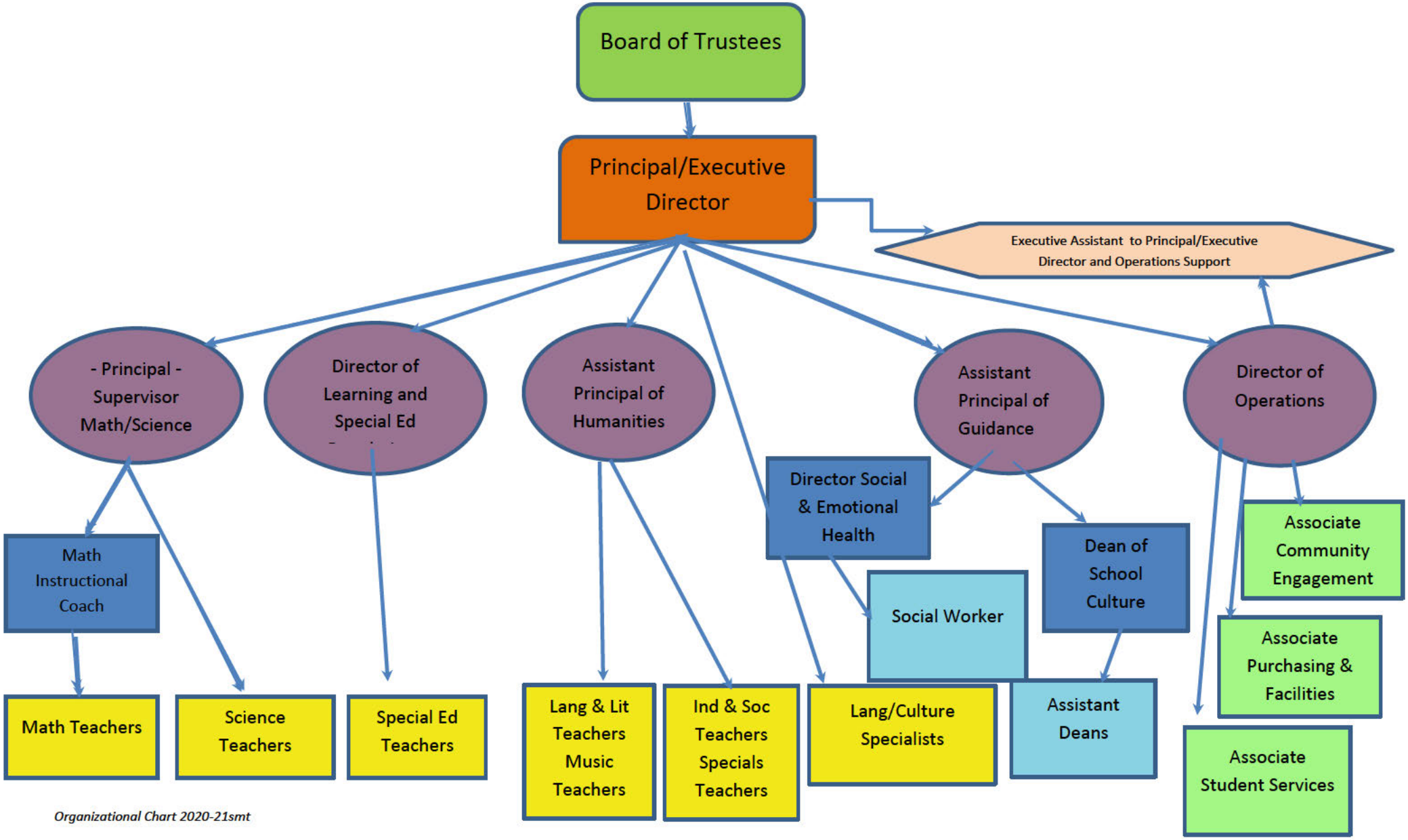
APPROVED:
Sandra Lugo
Name

Sandra Lugo
_____ May 24th, 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 – Organizational Chart

2020-2021



Organizational Chart 2020-21smt

Mott Hall Charter School

2020-2021 Staff Calendar

Final

This calendar is SUBJECT to change based on DOE calendar and school needs

July

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

Virtual Summer Institute July 13-30

22/0/0/0

August

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	FD 10+	18	FD 10	**20**	**21**	22
23	**24**	**25**	**26**	OD6	28	29
30	ODA					

21/11/9/3 Purple- Staff Summer Institute

September

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

20/20/20/19

October

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

21/21/21/21

November

S	M	T	W	Th	F	S
1	2	PD	4	5	6	7
8	9	10	SC	12	13	14
15	16	17	18	19	20	21
22	23	24	ER	SC	SC	SC
SC	SR					

17/17/17/16

December

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 ER	SC	SC	SC	SC
SC	SC	SC	SC	SC		

16/16/16/16

January

S	M	T	W	Th	F	S
					SC	SC
SC	PD	SR	6	7	8	9
10	11	12	13	14	15	16
17	SC	19	20	21	22	23
24	25	26	27	28	29	30
31						

19/19/19/18

February

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	SC	SC
SC	SC	SC	SC	SC	SC	SC
SC	SR	23	24	25	26	27
28						

15/15/15/15

March

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

23/23/23/23

April

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

19/19/19/19

May

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	SC
SC	SC	SC	SC	SC	SC	SC
SC	17*	SR* Students	19	20	21	22
23	24	25	26	27	28	29
30	SC					

June

S	M	T	W	Th	F	S
		1	2	PD	4	5
6	7	LD8	9	PD	**11**	12
13	14	15	16	17	**18**	19
20	LDA	22	23	24	LD	26
27	28	29	30			

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

Calendar Key

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

List of Dates and Times

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

A