

# I. SCHOOL INFORMATION AND COVER PAGE

Created Wednesday, July 24, 2013  
Updated Thursday, August 01, 2013

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

320900861004 MOTT HALL CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

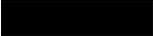
### 3. DISTRICT / CSD OF LOCATION

NYC CSD 9

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
1260 Franklin Avenue Bronx NY 10456	718-991-9139	718-991-9150	mwilliams@motthallcs.org

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Karlene Cowan
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Director of Operations
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.motthallcharterschool.org

### 6. DATE OF INITIAL CHARTER

2010-12-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2012-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2012-13**

Check all that apply

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- 6

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

Yes/No	Name of CMO/EMO
No	

## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	1260 Franklin Avenue Bronx, NY 10456	718-991-9139	CSD 9	6-7	No	DOE space
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Michael Williams			
Operational Leader	Karlene Cowan			
Compliance Contact	Michael Williams			
Complaint Contact	Robert Lesser			

13. Are the School sites co-located?

Yes

13a. 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 (primary site)	Currently scheduled for 2014	Yes	2014	No		No
Site 2						
Site 3						

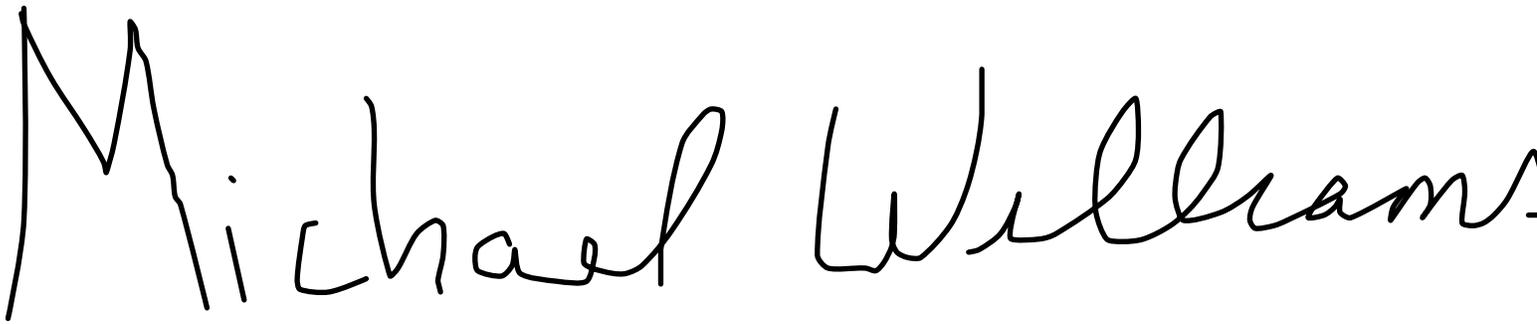
14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

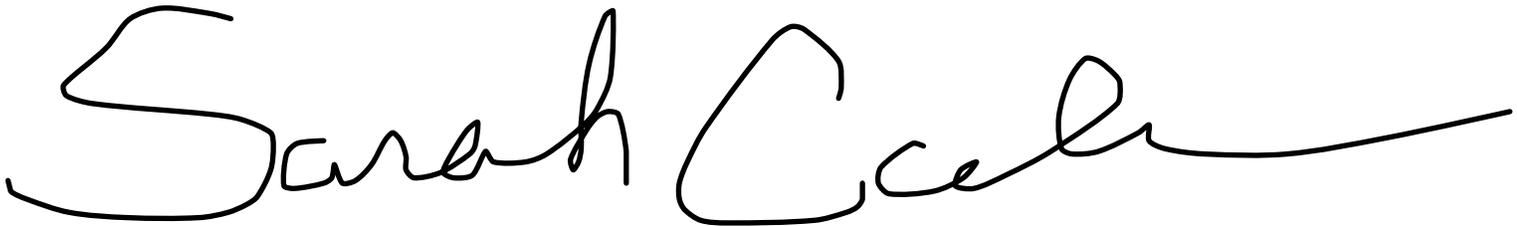
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Michael Williams". The signature is written in a cursive style with a large, prominent initial "M".

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Sarah Cee". The signature is written in a cursive style with a large, prominent initial "S".

Thank you.

# Signature Page for President of Board of Trustees

Created Friday, August 02, 2013

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Page 1

320900861004 MOTT HALL CS

16. My signature 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. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

(No response)

Signature, Board President

Thank you.

# Appendix A: Progress Toward Goals

Created Friday, August 02, 2013

Updated Friday, November 01, 2013

## Page 1

Charter School Name: 320900861004 MOTT HALL CS

### 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

URL is not available

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	95% of students will attend school each day, on average	Attendance rate as measured in ATS	In 2012/13, MHCS students had a 94% average daily attendance rate	Design and implementation of attendance improvement program.
Academic Goal 2	80% of students will complete homework each night, on average	Homework completion rate as measured by the MHCS Accountability System	In 2012/13, MHCS students completed their homework 64% of the time, on average	Track HW completion daily Publicly display school-wide rate Emphasize importance to students
Academic Goal 3	75% of 8th graders will be admitted to a high-performing high school	% of 8th graders admitted to a high school with an A or a B on the NYC Progress Report	Hired a staff member who will work with 7th graders and their families during the 2013/14 school year to be ready for the high school admissions process	Design and implementation of high school placement improvement interventions
Academic Goal 4	67% of students improve their GPA from one quarter to the next	Change in GPA from Jupiter Grades	In 2012/13, 41% of MHCS students improved their GPA from one quarter to the next	Greater emphasis with students, parents, and staff on the importance of GPA improvement. Increased

				academic supports as work increases in challenge.
Academic Goal 5	75% of former MHCS 8th graders earn 10+ credits in 9th grade	10+ credits measure on NYC Progress Report	N/A	Review MHCS academic program with a lens on high school preparation. Consider providing on-going support to 9th grade alumni

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

## 2b. ORGANIZATIONAL GOALS

### 2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	School will become an International Baccalaureate accredited school by end of 2015-2016 school year	Candidate School status will be obtained by beginning of 2014-15 school year.	All teachers have been to Level 1 and Level 2 IB training.	Assessment of failure to obtain IB accreditation and plan to re-apply.
Org Goal 2	School will successfully implement it's AVID model by end of 2014-15 school year.	Plan for AVID program implementation completed by end of 2013-14 school year.	Preliminary meetings with other AVID schools have been completed.	Assessment of failure to implement AVID.
Org Goal 3	80% of employees will report high levels of employee satisfaction at MHCS	Employee satisfaction survey and retention rates	Employee satisfaction instrument is under development	Review of surveys and employee satisfaction initiatives.

#### 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	School will have financial resources to provide high-quality after school enrichment program for 75% of student population.	Percentage of students participating in MHCS after school enrichment program. MHCS program evaluation.	MHCS after school enrichment is currently underway and serving 73% of our student population.	Review of after school enrichment program.
Financial Goal 2	School will have financial resources to provide high-quality summer enrichment program by summer of 2015 for 50% of student population.	Percentage of students participating in MHCS summer enrichment program. MHCS program evaluation.	Planning is currently underway for summer enrichment program.	Review of summer enrichment program.
Financial Goal 3	School will accomplish 100% annual Board giving by end of 2014 fiscal year.	Percentage of Board members making financial contribution to MHCS.	55% of MHCS Board members have made financial contributions to MHCS.	Emphasize to Board that Board giving is one of our SED goals for which we are being evaluated.

## Mott Hall Charter School

### 1. Total expenditures and administrative expenditures per child

**This information is required of ALL charter schools.** Provide the following measures of fiscal performance of the charter school in **Appendix B (Total Expenditures and Administrative Expenditures Per Child)**:

- Total expenditures (FY 2013) per pupil (BEDS Day Count): the sum of all expenditures divided by the total number of enrolled students

**\$1,566,028.39 \ 109 students = \$14,367.23 per student**

- Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students.

Admin Personnel Cost	\$424,337.05
Professional Services and Contracts	\$81,204.49
Board Expenses	\$11,230.99
Office Expenses	\$27,384.67
Fundraising Expenses	\$427.48
Telephone	\$1,762.22
Facility and Maintenance	\$7,569.46
Insurance	\$11,460.36

**TOTAL ADMINISTRATIVE EXPENDITURES** **\$565,376.72**

No. Enrolled Student on 2012 BEDS Day 109

**ADMINISTRATIVE EXPENDITURES PER PUPIL** **\$5,186.94**

# Mott Hall Charter School

## Budget vs. Actuals: 2012 Operating Budget - FY13 P&L

July 2012 - June 2013

	Total		
	Actual	Budget	over Budget
<b>Income</b>			
4000 State Grants	1,851,694.62	1,577,166.00	274,528.62
4100 Federal Grants	357,765.58	199,435.00	158,330.58
4200 Contributions & Donations	10,976.55		10,976.55
4500 Interest Income	0.91		0.91
4700 Other Revenue		82,620.00	-82,620.00
<b>Total Income</b>	<b>\$2,220,437.66</b>	<b>\$1,859,221.00</b>	<b>\$361,216.66</b>
<b>Gross Profit</b>	<b>\$2,220,437.66</b>	<b>\$1,859,221.00</b>	<b>\$361,216.66</b>
<b>Expenses</b>			
5000 Administrative Personnel Costs	424,337.05	436,096.00	-11,758.95
5100 Instructional Personnel Cost	539,129.81	587,846.00	-48,716.19
5200 Non-Instructional Staff Personn		57,189.00	-57,189.00
5300 Payroll Taxes	81,497.57	78,881.00	2,616.57
5400 Employee Benefits	104,368.22	154,669.00	-50,300.78
5500 Retirement & Pension	15,684.83	33,434.00	-17,749.17
6000 Professional Services/Contracte	81,204.49	47,400.00	33,804.49
6100 Board Expenses	11,230.99	5,000.00	6,230.99
6200 Classroom & Teaching Supplies	52,282.93	21,046.00	31,236.93
6300 Special Education Supplies & Materials		1,200.00	-1,200.00
6400 Textbooks & Workbooks	21,318.01	30,000.00	-8,681.99
6500 Supplies & Materials Other	361.40	12,254.00	-11,892.60
6600 Student Testing & Assessment	7,440.02	10,000.00	-2,559.98
6700 Field Trips & Events	7,067.98	5,000.00	2,067.98
6800 School Meals/Lunches	24,529.48	27,000.00	-2,470.52
6900 Student Services	35,058.43	50,000.00	-14,941.57
7000 Office Expenses	27,384.67	6,000.00	21,384.67
7100 Equip. & Furniture (non-capitalized)	4,910.21		4,910.21
7200 Telephone	1,762.22	4,800.00	-3,037.78
7300 Technology	26,816.11	4,000.00	22,816.11
7400 Staff Development	63,475.39	20,000.00	43,475.39
7500 Staff Recruitment	1,492.97	4,000.00	-2,507.03
7600 Student Recruitment/Marketing	7,620.75	3,000.00	4,620.75
7700 Staff Travel	2,013.88	5,000.00	-2,986.12
7800 Fundraising Expense	427.48	3,000.00	-2,572.52
7900 Other	3,325.54		3,325.54
8000 Insurance	11,460.36		11,460.36
8100 Facility Operations & Maintenance	7,569.46		7,569.46
8800 Miscellaneous Expenses	2,258.14		2,258.14
<b>Total Expenses</b>	<b>\$1,566,028.39</b>	<b>\$1,606,815.00</b>	<b>\$ -40,786.61</b>

<b>Net Operating Income</b>	<b>\$654,409.27</b>	<b>\$252,406.00</b>	<b>\$402,003.27</b>
<b>Net Income</b>	<b>\$654,409.27</b>	<b>\$252,406.00</b>	<b>\$402,003.27</b>

Friday, Jul 12, 2013 03:27:37 PM PDT GMT-4 - Accrual Basis

# Mott Hall Charter School Statement of Cash Flows

July 2012 - June 2013

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	654,409.27
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1101 Grants Receivable	8,631.77
1103 Prepaid Expenses	1,129.20
1104 Prepaid Insurance	-1,027.13
2000 Accounts Payable	-5,910.11
2051 Credit Card:71002-Lesser	-346.36
2052 Credit Card:71028-Steward	-449.37
2053 Credit Card:71010-Cowan	-48.14
2255 403B Payable	1,757.35
2400 Unearned/Deferred Revenue	-174,370.35
<b>Net cash provided by operating activities</b>	<b>\$483,776.13</b>
<b>INVESTING ACTIVITIES</b>	
1501 Furniture, Fixtures & Equipment:Office Furniture	-5,414.77
1502 Furniture, Fixtures & Equipment:Classroom Furniture	-48,831.19
1503 Furniture, Fixtures & Equipment:Computer Equipment	-84,475.67
1504 Furniture, Fixtures & Equipment:Classroom Equipment	-3,079.92
1505 Furniture, Fixtures & Equipment:Software (capitalized)	-27,562.61
1507 Furniture, Fixtures & Equipment:Leasehold Improvements	-1,172.64
1901 Other Assets:Security Deposits	-160,000.00
<b>Net cash provided by investing activities</b>	<b>\$ -330,536.80</b>
<b>Net cash increase for period</b>	<b>\$153,239.33</b>
Cash at beginning of period	149,706.71
<b>Cash at end of period</b>	<b>\$302,946.04</b>

Friday, Jul 12, 2013 03:29:01 PM PDT GMT-4

# Mott Hall Charter School Balance Sheet

As of June 30, 2013

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash	302,946.04
Total Bank Accounts	\$302,946.04
Accounts Receivable	
1101 Grants Receivable	1,345.63
Total Accounts Receivable	\$1,345.63
Other current assets	
1103 Prepaid Expenses	0.00
1104 Prepaid Insurance	1,027.13
Total Other current assets	\$1,027.13
Total Current Assets	\$305,318.80
Fixed Assets	
1500 Furniture, Fixtures & Equipment	170,536.80
Total Fixed Assets	\$170,536.80
Other Assets	
1600 Website/Other Intangible Assets	4,350.35
1900 Other Assets	160,000.00
Total Other Assets	\$164,350.35
<b>TOTAL ASSETS</b>	<b>\$640,205.95</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	-2,092.61
Total Accounts Payable	\$ -2,092.61
Credit Cards	
2050 Credit Card	-541.40
Total Credit Cards	\$ -541.40
Other Current Liabilities	
2200 Accrued Payroll	0.00
2250 Accrued Payroll Taxes	0.00
2255 403B Payable	1,757.35
2400 Unearned/Deferred Revenue	0.00
Total Other Current Liabilities	\$1,757.35
Total Current Liabilities	\$ -876.66

<b>Total Liabilities</b>	<u>\$ -876.66</u>
<b>Equity</b>	
<b>32000 Retained Earnings</b>	-13,326.66
<b>Net Income</b>	654,409.27
<b>Total Equity</b>	<u>\$641,082.61</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$640,205.95</u></u>

Friday, Jul 12, 2013 03:31:42 PMPDT GMT-4 - Accrual Basis

# Audited Financial Statement Checklist

Created Wednesday, October 30, 2013

Updated Friday, November 01, 2013

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	False	True
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Michael .

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
AT JUNE 30, 2013**

**Assets**

Cash and cash equivalents (Notes 2b and 2c)	\$278,954
Restricted cash (Note 3)	26,570
Government grants receivable (Note 2f)	4,129
Security deposit	160,000
Prepaid expenses	1,027
Fixed assets, net (Notes 2d and 4)	<u>144,275</u>
 Total assets	 <u><u>\$614,955</u></u>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable and accrued expenses	<u>\$95,652</u>
Total liabilities	<u>95,652</u>

**Net Assets: (Note 2a)**

Unrestricted	<u>519,303</u>
Total net assets	<u>519,303</u>
Total liabilities and net assets	<u><u>\$614,955</u></u>

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF ACTIVITIES  
FROM INCEPTION THROUGH JUNE 30, 2013**

**Unrestricted:**

**Public Support and Revenue:**

Public school district: (Notes 2f and 5)	
Revenue - resident student enrollment	\$1,441,167
Revenue - students with special education services	201,022
Subtotal public school district revenue	<u>1,642,189</u>
Government grants	721,335
Contributions and other income	18,827
Total public support and revenue	<u><u>2,382,351</u></u>

**Expenses:**

Program services:	
Regular education	1,053,048
Special education	355,302
Total program services	<u>1,408,350</u>
Supporting services:	
Management and general	390,538
Fundraising	64,160
Total expenses	<u><u>1,863,048</u></u>
Change in net assets	519,303
Net assets - beginning	0
Net assets - ending	<u><u><u>\$519,303</u></u></u>

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
FROM INCEPTION THROUGH JUNE 30, 2013**

	Program Services			Supporting Services		Total Expenses
	Regular Education	Special Education	Total	Management and General	Fundraising	
Salaries	\$642,784	\$237,774	\$880,558	\$234,161	\$49,748	\$1,164,467
Employee benefits and payroll taxes	122,428	45,288	167,716	44,600	9,475	221,791
Total personnel costs	765,212	283,062	1,048,274	278,761	59,223	1,386,258
Professional fees	46,557	2,364	48,921	78,528	124	127,573
Classroom and teaching supplies	59,056	16,329	75,385			75,385
Student testing and assessment	5,828	1,612	7,440			7,440
Field trips and events	4,265	1,179	5,444			5,444
School meals and lunches	19,216	5,313	24,529			24,529
Student services	22,899	6,331	29,230			29,230
Office expenses	16,641	6,156	22,797	6,748	1,288	30,833
Non-capitalized furniture and equipment (Note 2d)	7,001	1,936	8,937			8,937
Communications and technology	18,417	5,695	24,112	5,609	1,192	30,913
Staff development	48,894	13,519	62,413	4,884		67,297
Recruiting	9,739	2,693	12,432			12,432
Travel	4,300		4,300			4,300
Other expenses	390		390	7,035	427	7,852
Insurance	7,193	2,661	9,854	2,620	557	13,031
Repairs and maintenance	4,178	1,546	5,724	1,522	323	7,569
Depreciation	13,262	4,906	18,168	4,831	1,026	24,025
Total other than personnel costs	287,836	72,240	360,076	111,777	4,937	476,790
Total expenses	\$1,053,048	\$355,302	\$1,408,350	\$390,538	\$64,160	\$1,863,048

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
FROM INCEPTION THROUGH JUNE 30, 2013**

<b>Cash Flows from Operating Activities:</b>	
Change in net assets	\$519,303
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation expense	24,025
(Increase)/decrease in assets:	
Restricted cash	(26,570)
Government grants receivable	(4,129)
Security deposit	(160,000)
Prepaid expenses	(1,027)
Increase/(decrease) in liabilities:	
Accounts payable and accrued expenses	95,652
Total adjustments	<u>(72,049)</u>
Net cash provided by operating activities	<u>447,254</u>
<b>Cash Flows from Investing Activities:</b>	
Purchases of furniture and equipment	<u>(168,300)</u>
Net cash used for investing activities	<u>(168,300)</u>
Net increase in cash and cash equivalents	278,954
Cash and cash equivalents - beginning	<u>0</u>
Cash and cash equivalents - ending	<u><u>\$278,954</u></u>
 Supplemental disclosures:	
Interest paid - \$0	
Taxes paid - \$0	

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

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees of  
Mott Hall Charter School

We have performed the procedures identified below, which were agreed to by the management of Mott Hall Charter School and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below whether for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled to the grant revenue recorded by the Charter School.

Results:

The expenses from the detail of expenditures that we obtained for the period under review reconciled to the grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Results:

Based on the NYSED approved SED grant award information reviewed, the revenue and expenditures for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.

- b. Other expenses – We selected 10 items or 10% of the total number of other expense items charged to the grant, whichever was less.
- c. Using the above selected items, we:
  - i. Determined if the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www.p12.nysed.gov/psc/grants.html>)
  - ii. Determined if the expenditures fell into an approved budget category
  - iii. Determined if the expenditure was charged to the appropriated fiscal period

Results:

We selected 3 items from payroll and 10 items from other expenses and determined that:

- i. The expenditures were in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods.
- ii. The expenditures fell with into approved budget category
- iii. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following.

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement to determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If any had not yet been requested for reimbursement, we inquired of responsible charter school officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.
- b. For FS-25 forms that included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined whether funds were expended within 1 month following the date of the request.

Results:

- a. Management was unable to provide copies of all of the FS-25 forms that were submitted to NYSED for the initial funding year 9/11-8/12. We were unable to trace the selected expenditures and payroll items to their corresponding FS-25 forms and verify that the funds were used within a month time of being requested.
- b. We selected one FS-25 and noted that the total amount on Line 4 was \$16,419. However, these funds were not expended within one month following the date of the request.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on Mott Hall Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Mott Hall Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Schall & Ashenfarb*  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 15, 2013



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

October 15, 2013

Schall & Ashenfarb, CPA's, LLC  
350 Fifth Avenue, Suite 5610  
New York, NY 10118

We are providing this letter in connection with your audit of the statement of financial position of Mott Hall Charter School as of June 30, 2013 and the related statements of activities, functional expenses and cash flows for the year then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of Mott Hall Charter School in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

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

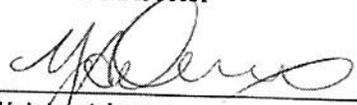
1. The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America and include all assets and liabilities under the organization's control. There are no bank accounts which exist that are not reflected in the books.
2. We have made available to you all:
  - a) Financial records and related data.
  - b) Minutes of the meetings of Board of Directors, or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5. There have been no uncorrected financial statement misstatements that are material, both individually and in the aggregate, to the financial statements taken as a whole. There are no un-booked adjustments.

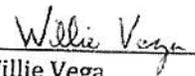
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the Organization involving:
  - a) Management
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others.
9. The Organization has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
10. The following, if any, have been properly recorded or disclosed in the financial statements:
  - a) Related party transactions, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - b) Guarantees, whether written or oral, under which the Organization is contingently liable.
11. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the organization vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Organization; 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.
13. 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. All required filings with tax authorities are up-to-date.
14. There are no:
  - a) Violations or possible violations of laws and regulations and provisions of contracts and grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.

- b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB Accounting Standards Codification 450, Contingencies.
  - c) Agreements to repurchase assets previously sold.
  - d) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Accounting Standards Codification 450, Contingencies.
  - e) Designations of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.
15. 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 except as made known to you and disclosed in the notes to the financial statements.
16. We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
17. We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumption underlying those estimates, and we believe the estimates are reasonable in the circumstances. This includes estimates for the statement of functional expenses.
18. We have included in the financial statements, all assets and liabilities under our control.

No events have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.

  
\_\_\_\_\_  
Bob Lesser  
Executive Director

  
\_\_\_\_\_  
Yajaira Adorno  
Business Manager

  
\_\_\_\_\_  
Willie Vega  
Financial Consultant

Mott Hall Charter School  
Operating Budget - FY 13-14

July 2013 - June 2014

as of  
6.4.13

<b>Income</b>	
<b>4000 State Grants</b>	
4001 Per Pupil General Education	1,966,286.00
4002 Per Pupil Special Education	170,980.00
4003 State Stimulus Grant	
4004 State Grants-DYCD	
4005 State Grants-NYSTL	8,000.00
4008 State Grants-Other	20,000.00
<b>Total 4000 State Grants</b>	<b>2,165,266.00</b>
<b>4100 Federal Grants</b>	
4102 Federal Grants-Title I	70,000.00
4103 Federal Grants-Title IIA	13,300.00
4105 Federal Grants-CSP	138,000.00
4106 Federal Grants-E-Rate	60,000.00
<b>Total 4100 Federal Grants</b>	<b>281,300.00</b>
<b>4200 Contributions &amp; Donations</b>	
4202 Unrestricted Contributions	50,000.00
<b>Total 4200 Contributions &amp; Donations</b>	<b>50,000.00</b>
<b>4500 Interest Income</b>	
4501 Interest in bank	1.00
<b>Total 4500 Interest Income</b>	<b>1.00</b>
<b>4700 Other Revenue</b>	
4701 Other Income-Miscellaneous	-
<b>Total 4700 Other Revenue</b>	<b>-</b>
<b>Total Income</b>	<b>2,496,567.00</b>
<b>Gross Profit</b>	<b>2,496,567.00</b>
<b>Expenses</b>	
<b>5000 Administrative Personnel Costs</b>	
5001 Executive Management	112,500.00
5002 Instructional Management	183,333.33
5004 Operations/Business Management	167,880.00
5005 Administrative Support	51,920.00
<b>Total 5000 Administrative Personnel Costs</b>	<b>515,633.33</b>
<b>5100 Instructional Personnel Cost</b>	
5101 Teachers- Regular	523,741.00
5102 Teachers- Special Ed	191,653.00
5104 Teaching Assistants	
5105 Specialty Teachers	50,000.00
5107 Pupil Services	208,240.00
5108 Other	
5109 Substitute Teachers	
5110 Afterschool Program	40,000.00
5111 Saturday Program	25,000.00
<b>Total 5100 Instructional Personnel Cost</b>	<b>1,038,634.00</b>
<b>5200 Non-Instructional Staff Personn</b>	
5206 Other	-
<b>Total 5200 Non-Instructional Staff Personn</b>	<b>-</b>

<b>5300 Payroll Taxes</b>	
5301 Social Security - EE Exchange	
5302 Social Security - ER Exchange	93,256.04
5303 Medicare - EE Exchange	
5304 Medicare - ER Exchange	15,542.67
5305 NYS SUI	31,085.35
<b>Total 5300 Payroll Taxes</b>	<b>139,884.06</b>
<b>5400 Employee Benefits</b>	
5401 Health & vision	118,590.60
5402 Dental	9,791.88
5403 Workers Compensation	24,402.00
5404 Life, Disability	5,412.64
5405 Transit Check Fees	350.00
5406 Transit Check Exchange	
5408 FSA Exchange	
<b>Total 5400 Employee Benefits</b>	<b>158,547.12</b>
<b>5500 Retirement &amp; Pension</b>	
5501 403(B) Contributions Exchange	
5502 403(B) Match	46,628.02
5503 403(B) Fees	3,000.00
<b>Total 5500 Retirement &amp; Pension</b>	<b>49,628.02</b>
<b>6000 Professional Services/Contracte</b>	
6001 Accounting & Audit Fees	15,000.00
6005 Payroll Service Fees	6,000.00
6008 Fingerprinting & Background Svc	
6009 Substitute Services	5,200.00
6010 Prof/Contracted Svcs-Other	28,000.00
6011 Financial Management Services	6,000.00
<b>Total 6000 Professional Services/Contracte</b>	<b>60,200.00</b>
<b>6100 Board Expenses</b>	
6101 Board Meeting Expenses	
6102 Board Development	2,500.00
<b>Total 6100 Board Expenses</b>	<b>2,500.00</b>

<b>6200 Classroom &amp; Teaching Supplies</b>	
6201 Classroom Supplies & Materials	41,500.00
6202 Teacher Discretionary Stipends	4,800.00
6204 Art Supplies & Materials	3,900.00
6206 Phys. Ed. Supplies and Materials	10,500.00
6207 Classroom Libraries	10,500.00
<b>Total 6200 Classroom &amp; Teaching Supplies</b>	<b>71,200.00</b>
<b>6300 Special Education Supplies &amp; Materials</b>	
6302 Spec. Ed. - Supplies & Materials	1,200.00
<b>Total 6300 Special Education Supplies &amp; Materials</b>	<b>1,200.00</b>
<b>6400 Textbooks &amp; Workbooks</b>	
6401 Textbooks & Workbooks	60,000.00
<b>Total 6400 Textbooks &amp; Workbooks</b>	<b>60,000.00</b>
<b>6500 Supplies &amp; Materials Other</b>	
6501 Extended Day Program	
6502 Library Supplies/Books	2,500.00
<b>Total 6500 Supplies &amp; Materials Other</b>	<b>2,500.00</b>
<b>6600 Student Testing &amp; Assessment</b>	
6601 Testing & Assessment Materials	6,000.00
<b>Total 6600 Student Testing &amp; Assessment</b>	<b>6,000.00</b>
<b>6700 Field Trips &amp; Events</b>	
6701 Field Trips	3,500.00
6702 Assemblies & Programs	500.00
<b>Total 6700 Field Trips &amp; Events</b>	<b>4,000.00</b>
<b>6800 School Meals/Lunches</b>	
6801 Meals & Lunches	3,420.00
6802 Meals/Lunches Other	
<b>Total 6800 School Meals/Lunches</b>	<b>3,420.00</b>
<b>6900 Student Services</b>	
6901 Extended Day & Enrichment Programs	10,000.00
6902 Uniforms	
6905 Other	
<b>Total 6900 Student Services</b>	<b>10,000.00</b>
<b>7000 Office Expenses</b>	
7001 Office Supplies	20,000.00
7002 Printing & Copying	6,000.00
7003 Postage & Shipping	2,500.00
7004 Meeting Expenses	600.00
<b>Total 7000 Office Expenses</b>	<b>29,100.00</b>
<b>7100 Equip. &amp; Furniture (non-capitalized)</b>	
7101 Leased Equipment	250.00
7102 Equipment Purchases	20,000.00
7103 Furniture Purchases	2,500.00
<b>Total 7100 Equip. &amp; Furniture (non-capitalized)</b>	<b>22,750.00</b>
<b>7200 Telephone</b>	
7202 Cellular Phones	504.00
<b>Total 7200 Telephone</b>	<b>504.00</b>

<b>7300 Technology</b>	
7302 Technology Services	
7303 Equipment (non-capitalized)	2,500.00
7304 Software (non-capitalized)	600.00
7305 Website Maintenance	2,000.00
<b>Total 7300 Technology</b>	<b>5,100.00</b>
<b>7400 Staff Development</b>	
7401 Administrative Staff	12,112.67
7402 Instructional Staff	38,485.00
7404 Instructional Staff Meals	1,200.00
7405 Instructional Staff Travel	5,000.00
7406 Instructional Staff Lodging	8,000.00
7407 Adm Staff Dev Meal	
<b>Total 7400 Staff Development</b>	<b>64,797.67</b>
<b>7500 Staff Recruitment</b>	
7501 Advertising & Job Fairs	5,000.00
<b>Total 7500 Staff Recruitment</b>	<b>5,000.00</b>
<b>7600 Student Recruitment/Marketing</b>	
7601 Printing & Advertising/Mailing	8,000.00
7602 Student recruitment	5,000.00
<b>Total 7600 Student Recruitment/Marketing</b>	<b>13,000.00</b>
<b>7700 Staff Travel</b>	
7701 Local Travel	
7702 Travel & Lodging	
7703 Meals	
<b>Total 7700 Staff Travel</b>	<b>-</b>
<b>7800 Fundraising Expense</b>	
7801 Fundraising Expense	5,000.00
<b>Total 7800 Fundraising Expense</b>	<b>5,000.00</b>
<b>7900 Other</b>	
7901 Bank Charges	
7903 Dues & Memberships	300.00
7904 Miscellaneous	
7905 Expense Suspense	
<b>Total 7900 Other</b>	<b>300.00</b>
<b>8000 Insurance</b>	
8001 General Liability, Umbrella, D&O	10,000.00
8003 Insurance Other	1,500.00
<b>Total 8000 Insurance</b>	<b>11,500.00</b>
<b>8100 Facility Operations &amp; Maintenance</b>	
8103 Repairs & Maintenance	10,000.00
8106 Moving & Relocation	
<b>Total 8100 Facility Operations &amp; Maintenance</b>	<b>10,000.00</b>
<b>8800 Miscellaneous Expenses</b>	
<b>Total Expenses</b>	<b>\$2,290,398.20</b>
<b>Net Operating Income</b>	<b>\$206,168.80</b>
<b>Net Income</b>	<b>\$206,168.80</b>

Salaries 13 - 14

5001	<b>Executive Mngmt - Lesser</b>		\$112,500	\$112,500	
5002	<b>Principal - Steward</b>	\$130,000	\$8,333		ib
5002	<b>Principal - new</b>		\$100,000		
5002	<b>Instructional Coach TBD</b>		\$75,000	\$183,333	ib
5004	<b>Business Manager - Adorno</b>		\$60,000		
5004	<b>Director of Operations - Cowan</b>		\$85,000		
5004	<b>School Aide - Morrison</b>		\$22,880	\$167,880	
5005	<b>Administrative Assist -Diaz</b>		\$36,920		
5005	<b>Administrative Assist -TBD</b>		\$15,000	\$51,920	
5101	<b>Spanish Teacher - Basantes</b>	\$56,568	\$59,762		ib
5101	<b>Core Teacher - De Los Santos</b>	\$50,082	\$59,762		ib
5101	<b>Core Teacher - Haynes</b>	\$54,497	\$55,168		ib
5101	<b>Core Teacher - Janssen</b>	\$71,829	\$75,791		ib
5101	<b>Core Teacher - Meredith</b>	\$82,276	\$82,276		ib
5101	<b>Phys. Ed. - Salzman</b>	\$60,204	\$60,982		ib
5101	<b>Core Teacher TBD</b>		\$65,000		ib
5101	<b>Core Teacher TBD</b>		\$65,000	\$523,741	ib
5102	<b>Special Ed Coor - Fornes</b>	\$60,982	\$61,653		ib
5102	<b>SpEd Teacher TBD</b>				ib
5102	<b>SpEd Teacher TBD</b>		\$65,000		ib
5102	<b>Reading Specialist TBD</b>		\$65,000	\$191,653	ib
5105	<b>Technology - Nathaniel</b>	\$47,467	\$50,000	\$50,000	ib
5107	<b>Dir. S.E.M. - Cursio</b>		\$70,000		
5107	<b>Paid Group Leader - Senecal</b>		\$18,240		
5107	<b>Dean of Student Life TBD</b>		\$60,000		
5107	<b>HS Placement Officer TBD</b>		\$60,000	\$208,240	
5110	<b>Afterschool Program</b>		\$40,000	\$40,000	
5111	<b>Saturday Program 20x20x\$50</b>		\$20,000		
5111	<b>Spring Recess Academy</b>		\$5,000	\$25,000	

PD @2%  
\$2,250  
\$167

\$1,500  
\$1,200  
\$1,700  
\$458  
\$738  
\$300

\$1,400

\$1,200  
\$1,200

\$12,113 Transferred to PD tab total

Contracted services

6001 Audit Fees	\$15,000.00
6005 Payroll Services	\$6,000.00
6009 Substitutes	\$5,200.00
6010 Whole Child Accountability	\$20,000.00
6010 Branding	\$4,000.00
6010 Erate Consulting	\$4,000.00
6011 Financial Management	\$6,000.00
total	\$60,200.00

painting added to maintenance and repair line

Social & Emotional Learning Budget

5107 1 Free Intern	\$-	
5107 1 Paid Counselor	\$18,240.00	reflected in salaries tab
6201 journals/materials	\$1,500.00	
6201 curriculum/books	\$2,500.00	
6701 Ropes Course/Trips/Andrus	\$2,500.00	

Professional Development		CSP
Doral Arrowood	8,000.00	
IB	10,485.00	
AVID	10,000.00	place holders based on Bob's suggestion
Sanctuary	10,000.00	
		38,485.00
Travel	4,839.00	5000
Meals	1,050.00	1200
Lodging	7,689.00	8000
admin	12,112.67	

# Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

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## Page 1

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Tuesday, July 30, 2013

## Page 1

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Sarah Calderon	Chair/President	Yes	Non-Profit Management	Start - December 14th, 2010 End - December 13th 2013	Executive and Finance
2	Brenda Bravo	Vice Chair/Vice President	Yes	Principal Leadership and School Administration	Start - December 14th, 2010 End - December 13th 2013	Executive
3	Patrick Awosogba	Treasurer	Yes	School Administration and Instruction	Start - December 14th, 2010 End - December 13th 2013	Executive and Finance
4	Natalie Thompson	Secretary	Yes	Human Resources	Start - December 14th, 2010 End - December 13th 2013	
5	Peter Oroszlany	Member	Yes	School Administration	Start - December 14th, 2010 End - December 13th 2013	Finance
6	Xenia Cox	Member	Yes	School Facilities	Start - December 14th, 2010 End - December 13th 2013	
7	Francesca Weindling	Member	Yes	Legal	Start - November 20, 2012 End - November 19, 2015	
8	David Tinagero	Member	Yes	School Administration	Start - November 20, 2012 End - November 19, 2015	
9	Charles Stern	Member	Yes	Technology	Start - November 20, 2012 End - November 19, 2015	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### 2. Total Number of Members Joining Board during the 2012-13 school year

3

3. Total Number of Members Departing the Board during the 2012-13 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

11

5. How many times did the Board meet during the 2012-13 school year?

10

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**June 18, 2013**

The annual meeting of the Board of Trustees (the “**Board**” or “**BoT**”) of the Mott Hall Charter School (the “**MHCS**”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on June 18, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

**Attendance**

The following Trustees were present in person at the meeting: **Patrick Awosogba, Brenda Bravo, Xenia Cox, Charles Stern, Natalie Thompson, and Francesca Weindling.**

The following Trustees participated via phone: **Sarah Calderon and Charles Stern.**

The following school staff members participated in person: **Bob Lesser, Executive Director- MHCS, Yajaira Adorno, Business Manager – MHCS, Jill Jansson, Science Teacher-MHCS.**

Peter Oroszlany and David Tinagero were absent from the meeting.

No parent(s) attended this meeting.

Brenda Bravo presided at this meeting and Natalie Thompson recorded the minutes as secretary.

**Call to order and Public Comment**

After noting that a quorum was present, the meeting was called to order. Ms. Bravo reviewed the agenda and opened the floor for public comment.

Ms. Jansson, Science Teacher- MHCS asked about the flyer (see attached) from the PS 63 parent association and the scheduled picketing and protest outside MHCS. Mr. Lesser responded and informed everyone that we were surprised by this reaction as MHCS has successfully co-located with the elementary school this entire school year and are committed to continuing to work in partnership with PS 63 to ensure that the needs of



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**June 18, 2013**

both school communities are met as long as we share this building. We have asked the DOE to help us find a location since the construction of our planned for site has been delayed. We reached out to DOE Portfolio Planning for guidance and are working with the DOE.

**Acknowledgement of the Approval of Prior Meeting Minutes**

May 20, 2013 meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

Board Packet Review - Mr. Lesser briefly reviewed the contents of the Board Packet. Packets were available prior to Board meeting.

**Academic Program**

Thirty-two students and their families have been informed of the expectation for attendance in summer school as a result of not meeting the city's promotional criteria on the 2013 NYS ELA and/or mathematics exams. Five general education students did not meet the promotional criteria in math and thirteen general education students did not meet the criteria in ELA. All remaining students have special needs and Individualized Education Programs with two students being English Language Learners. We are recommending that all students not meeting the criteria attend summer school to reinforce learning goals. Final promotional decisions for those attending summer school will be determined at the beginning of August upon the release of summer grades and test results. Interim Assessment 4 is being administered in all core subjects throughout June.

**Enrollment**

After consideration of factors including budget, programming, staff morale, student safety, etc. MHCS will set enrollment for next year at two sections of thirty students each. This determination was based on our current space constraints and the effects that a third section would add undue hardship on staff and students at this time.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**June 18, 2013**

After a multi-round interview process involving input from the Board and staff Michael Williams has been offered and accepted the principal position at MHCS. He will begin working half-time the week of June 24th and start full-time the week of July 1st.

We have posted and are accepting resumes for outstanding teaching positions and initial interviews are being planned.

Operations

We are continuing to work with the DOE to find a suitable space for the 2014-15 school years and beyond. We will continue to work with the 167th street and 3rd avenue developer continues to pursue alternative financing options.

Social and Emotional Health and Youth Development

The School will be running a number of Learning Journeys this July. These experiential small group experiences include gardening at the local community garden, learning about the Bronx River with Rocking the Boat, Living the Yoga Lifestyle, and learning about the restaurant business at Amali Restaurant.

Girls Leadership Institute Camp – After receiving half scholarships, we are sending 3 of our young women leaders to this internationally recognized camp from June 22-July 13th in South Hadley, Massachusetts.

Yes! Camp. We are working to identify ten high need students to attend this week-long leadership camp in North Carolina from June 30-July 7th. We are receiving 2/3 scholarships for these students.

Parent Events and Communications

We are planning a Family Field Day on the last day of school for students, the afternoon of July 10th. Bronx Lebanon Hospital will be providing a DJ, bounce houses, face-painters, and health and wellness services. Current and new parents and families are invited.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**June 18, 2013**

**Expulsion Appeal Hearing**

Mr. Lesser and Mr. Steward, Principal –MHCS posted the BOT on student discipline of Niko Brown, who engaged in a Level 5 incident of the MHCS Long Term Suspension and Expulsion Policy. They reviewed the details of assault of four staff members which required the NYPD to escort Niko and his mother to Bronx Lebanon Hospital. Niko was placed on suspension and the MHCS executive team, after extensive intervention efforts unanimously request expulsion.

Rosalind Scott, Niko's mother, requested an appeal of the expulsion of her son from Mott Hall Charter School for assaulting four staff members and injuring one and was to attend the June 18, 2013 Board meeting.

The Board was informed that Ms. Scott would not be in attendance as she was on vacation.

Mr. Stern made a motion to move to executive session to further discuss the Expulsion Appeal and request for expulsion. Motion was seconded by Francesca Weindling.

After careful review and exhaustive discussion the BoT unanimously approved the expulsion of Niko Brown from MHCS.

**Motions for Discussion and Approval**

a) Approval of Budget

Mr. Lesser reviewed the MHCS annual budget and MHCS budget forecast. The Board reviewed and unanimously approved the proposed budget for fiscal year 2014.

**Committee and Taskforce Updates**

**Executive Committee:**



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**June 18, 2013**

**Finance/Operations Committee:** Patrick Awosogba posted the Board on the review of the budget and the committees work to consolidate and restate line items. These efforts are reflected in the proposed Budget for Fiscal Year 2014.

**Governance Taskforce:** Francesca Weindling posted the Board on the taskforce's review of the MHCS By Laws and will report back on proposed changes.

**Fundraising Taskforce:** Mr. Lesser highlighted the success of the Board Fundraising Training. As a result we will hold our first fundraising event in the early Fall.

**Academic Taskforce:**

**Forward Agenda**

1. Taskforce Updates
2. MHCS's "Whole Child" Accountability System Update
3. Board Packet Review

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

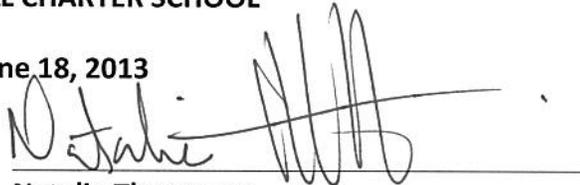
Respectfully submitted,



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

June 18, 2013

A handwritten signature in black ink, appearing to read 'Natalie Thompson', written over a horizontal line.

**Natalie Thompson**  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Sarah Calderon', written over a horizontal line.

**Sarah Calderon**  
Chair



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**  
**May 20, 2013**

The monthly meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on May 20, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Brenda Bravo, Sarah Calderon, Xenia Cox, Peter Oroszlany, Charles Stern, Natalie Thompson, and Francesca Weindling.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS**

**Patrick Awosogba and David Tinagero** were absent from the meeting.

No parent(s) attended this meeting.

Sarah Calderon presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Calderon reviewed the agenda and introduced the Fundraising Training, which was scheduled to be the bulk of the May 20<sup>th</sup> meeting. The training was conducted by Katherine DeFoyd, Founding Partner, Growth for Good- Building Strength in Organizations.

Charles Stern made a motion to move to executive session to discuss real estate and other school related activities. Motion was seconded by Francesca Weindling.

**Acknowledgement of the Approval of Prior Meeting Minutes**

April 16, 2013 meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

May 20, 2013

- A. Board Packet Review - Mr. Lesser briefly reviewed the contents of the Board Packet. Packets were available prior to Board meetings.

Mr. Lesser reviewed the MHCS Long Term Suspension and Expulsion Policy. After review and discussion the BoT unanimously approved the policy.

Mr. Lesser posted the Board on Academic program. Progress with the academic program following the State test has been challenged by the need for increased administrator response to school discipline. A concerted effort is being made by all staff to remain consistent with student engagement and matters of discipline in order to maintain a positive learning environment.

The Friday schedule has been reworked to include remediation for 40 students with the greatest need in ELA and Mathematics while the remaining 67 students participate in enrichment lessons incorporating content with technology, foreign language, and physical education/fitness.

Mr. Lesser highlighted the efforts to build out the Professional Development and Curriculum, with particular focus on professional development in IB. MHCS will continue to use existing resources to plan and facilitate this PD. Curriculum with focus on the use of technology with curriculum resources.

The school has completed purchases of laptop devices in the last few weeks to begin the work of introducing 1-to-1 strategies to support the academic program. Online versions of text resources have been available throughout the year and now the use of these resources in classrooms can be further explored in preparation for the upcoming year. Some of the resources that we have found successful this year include i-Ready, Sumdog, my.hrw, Google Apps for Education, jupitergrades, Brain Pop, Learnzillion, Math Island, edhelper, Learn2Type, and mimio.

Transition Plan for Mr. Steward's, Principal of MHCS, is well underway. The interview process is well going well and will conclude after the BoT interviews final candidates.

Mr. Lesser posted on Parent Events for May. Workshop entitled "Free and Low Cost Summer Activities for Your Child" was held on May 14<sup>th</sup> and will be presented again on May 28<sup>th</sup>.



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL  
May 20, 2013

The MHCS Spring Newsletter went out May 13<sup>th</sup> to almost 200 "Friends of Mott Hall Charter School".

Forward Agenda

1. Annual Board Meeting June 18, 2013

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Natalie Thompson  
Secretary

APPROVED:

  
\_\_\_\_\_  
Sarah Calderon  
Chair



**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**April 16, 2013**

The monthly meeting of the Board of Trustees (the “**Board**” or “**BoT**”) of the Mott Hall Charter School (the “**MHCS**”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on April 16, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Brenda Bravo, Sarah Calderon, Xenia Cox, Peter Oroszlany, David Tinagero and Natalie Thompson.**

The following Trustees were present via phone: **Francesca Wiendling.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS**

**Patrick Awosogba and Charles Stern** were absent from the meeting.

No parent(s) attended this meeting.

Sarah Calderon presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Calderon reviewed the agenda and thanked each board member for meeting with her to review and discuss the BoT performance. Ms. Calderon will give a more fulsome de-brief and share actionable outcomes at the next BoT meeting.

**Acknowledgement of the Approval of Prior Meeting Minutes**

February 26, 2013 and March 19, 2013, meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

- A. Board Fundraising Training will be conducted in May.



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

MOTT HALL CHARTER SCHOOL

April 16, 2013

- B. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets were available prior to Board meetings. Mr. Lesser gave brief updates on Operations, Finance and Fundraising, Staffing and Accountability.

Mr. Lesser posted the Board on Academic program. In addition to the regular curriculum, the school is engaged in explicit instruction and tracking of student progress in reading and problem solving for standardized testing. Students have completed the three-day cycle of state assessment in English language arts and mathematics. All staff participated in scoring of short and extended-response questions in ELA as well as constructed-response questions in mathematics. The item analysis was used to outline a daily test instruction schedule through the end of the New York State tests. Testing materials have been received.

The third quarter has ended and parent teacher conferences will be held May 3<sup>rd</sup>.

The Academics Task Force received a comprehensive task list on the MHCS instructional program as well as teacher evaluations and PD. The Task Force is reviewing and will respond over the next two weeks.

The Social and Emotional Health and Youth Development initiatives continue to be on-track. Mentoring and Counseling programs continue. The Life Skills Groups were challenging for the month of March as Test prep, interim assessments made meeting in weekly groups difficult. It is anticipated these challenges will continue as we gear up for testing next week. School Culture remains positive and Community Meetings (Sanctuary Tool) continue to happen daily in the classroom. Students are enhancing their emotional vocabulary. Challenges include time and space to allow these to happen in smaller groups.

Transition Plan has begun in preparation for Mr. Steward's, Principal of MHCS, resignation effective July 12, 2013. The Executive Team and staff have been notified of the transition. The new job description has been circulated, reviewed and approved by the Board and will be posted formally the last week in April. MHCS has already received 4 strong resumes and phone screenings are underway.



**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**April 16, 2013**

Mr. Lesser and Ms. Cox posted the Board on New building contingency plan and presented three viable options for permanent space which includes looking at alternative spaces as well as working with the DOE on a lease-back arrangement with the DOE for our current space or permanent space in a DOE building less than 1 mile from our current location. The Bot supported this action and will review pending upcoming meetings with the DOB.

MHCS next parent workshop will be on April 29 from 6-7:30 pm. The session on Personal Finance and Saving for College will be hosted by Chase.

**Forward Agenda**

1. Fundraising Training
2. BoT Performance Update and Next Steps
3. Board Packet Review

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

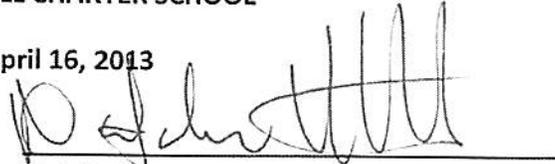
Respectfully submitted,



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

April 16, 2013

A handwritten signature in black ink, appearing to read 'Natalie Thompson', written over a horizontal line.

**Natalie Thompson**  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Sarah Calderon', written over a horizontal line.

**Sarah Calderon**  
Chair



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

**March 19, 2013**

The monthly meeting of the Board of Trustees (the "Board" or "BoT") of the Mott Hall Charter School (the "MHCS"), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on March 19, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sarah Calderon, Xenia Cox, Charles Stern and Francesca Wiendingling.**

The following Trustees were present via phone: **Brenda Bravo, Peter Oroszlany, and Natalie Thompson**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS**

**Patrick Awosogba and David Tinagero** were absent from the meeting.

No parent(s) attended this meeting.

Sarah Calderon presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum (via phone and in person) was present, the meeting was called to order. Ms. Calderon reviewed the agenda and informed everyone that all items requiring a vote would be moved to next month's meeting.

Ms. Calderon informed the Board that individual meetings would be scheduled with each Board member to review and discuss the BoT performance. Outcomes of those discussions will be shared at April 16<sup>th</sup> meeting.

**Executive Director Updates**

- A. Board Fundraising Training will be conducted at the April 16<sup>th</sup> BoT meeting.
- B. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets will be available prior to Board meetings. Mr. Lesser gave brief updates on Operations, Finance and Fundraising, Staffing and Accountability.



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

March 19, 2013

Mr. Lesser informed the Board on the upcoming changes to MHCS staffing. Geovanti Steward, Principal of MHCS, has tenured his resignation effective July 12, 2013.

Mr. Lesser reviewed the plans to backfill the position as well as the communication plan to inform staff and highlight next steps.

Mr. Lesser reviewed the New building contingency plan which includes looking at alternative spaces as well as working with the DOE on a lease-back arrangement with the DOE for our current space. The Bot supported this action and review results at the next meeting.

MHCS received an overall good review from the State Education Department's walkthrough on February 28<sup>th</sup>. Sarah Calderon and Brenda Bravo were present for the walkthrough.

Forward Agenda

1. Fundraising Training
2. Staffing
3. Board Packet Review

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

Natalie Thompson  
Secretary



**MOTT HALL**  
**CHARTER SCHOOL**  
JOIN THE LEARNING

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE**  
**MOTT HALL CHARTER SCHOOL**

**March 19, 2013**

**APPROVED:**

A handwritten signature in black ink, appearing to read 'Sarah Calderon', written over a horizontal line.

**Sarah Calderon**  
Chair



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

**February 26, 2013**

The monthly meeting of the Board of Trustees (the "Board" or "BoT") of the Mott Hall Charter School (the "MHCS"), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on February 26, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Brenda Bravo, Sarah Calderon, Xenia Cox, David Tinagero, Natalie Thompson, and Charles Stern.**

The following Trustees were present via phone: **Peter Oroszlany.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS and Geovanti Steward – Principal of MHCS.**

**Francesca Wiending** was absent from the meeting.

No parent(s) attended this meeting.

Sarah Calderon presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Calderon reviewed the agenda.

**Acknowledgement of the Approval of Prior Meeting Minutes**

January 15, 2012, meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets were available prior to Board meetings. Mr. Lesser highlighted that the end of the second marking period and initial feedback from teachers is that many students showed improvement. The first Winter Academy was launched during mid-winter recess with thirty-six students participating. Four instructors, two ELA and two Mathematics provided instruction largely driven by instructional tools matched to homogeneous groups of students.



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

February 26, 2013

B. Mr. Lesser also provided updates Operations, specifically the New Building – the developer is still working to through his financing strategy however has been unable to secure New Tax Credits, which is integral to the financing process.

Ms. Cox and Mr. Lesser will continue to monitor the New Building development and begin to work on contingency plans.

Social and Emotional Health Youth Development Programs began in January and are all progressing positively.

- MHCS Mentoring program is underway with 13 students participating. Mentee and mentors have established a positive rapport.
- Counseling is an integral part of the school day with students participating in individual and group counseling per the IEP mandate.
- Life Skills Group has started for every student. Sessions are facilitated by the Director of Social Work, the Social Work Intern and an outside facilitator.

State Education Department walkthrough will be held on Thursday February 28<sup>th</sup>.

Parent/Teacher conferences were held in sync with report card distribution. Nutrition, Health and Fitness workshops were also held for parents and students. MHCS will host the first installment of the "Speaker Series" with US Ambassador to Uruguay, Julissa Reynoso on December 21, 2012.

**Other Business**

The BoT proposed the establishment of the Academics Task Force to focus on and to have input to the instructional/educational program of MHCS.

**Forward Agenda**

1. Board Packet Review



**MOTT HALL  
CHARTER SCHOOL**  
GIVE TO GET FREEDOM

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

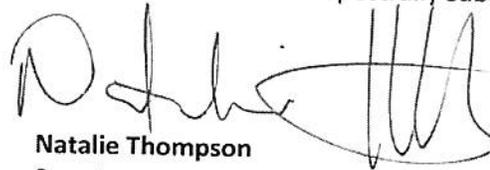
**February 26, 2013**

**2. Committee and Task Force Updates**

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Natalie Thompson', written over a horizontal line.

**Natalie Thompson**  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Sarah Calderon', written over a horizontal line.

**Sarah Calderon**  
Chair



**MOTT HALL**  
CHARTER SCHOOL  
JOIN TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**January 15, 2013**

The annual meeting of the Board of Trustees (the “**Board**” or “**BoT**”) of the Mott Hall Charter School (the “**MHCS**”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on January 15, 2013, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Xenia Cox, David Tinagero, Natalie Thompson and Francesca Wiendingling.**

The following Trustees were present via phone: **Sarah Calderon, and Peter Oroszlany.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS and Geovanti Steward, Principal of MHCS.**

**Brenda Bravo, Charles Stern** were absent from the meeting.

No parent(s) attended this meeting.

Xenia Cox presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Cox reviewed the agenda.

**Acknowledgement of the Approval of Prior Meeting Minutes**

December 18, 2012, meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Mr. Lesser gave brief updates on Operations, Finance and Fundraising, Staffing and Accountability.

Mr. Lesser updated the BoT on the complete transition from financial consultants CSBM to Quantum, and that Title I/II funding has been approved.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**January 15, 2013**

Mr. Lesser updated the BoT on the individuals interviewed for the HS Placement position/guidance counselor.

Mr. Lesser updated the BoT on the individuals interviewed for the HS Placement position/guidance counselor.

Social and Emotional Health Youth Development Programs began January 7<sup>th</sup>, with 20 students.

- B. Geovanti Steward, Principal of MHCS gave an update of the Academic Program. State exams are scheduled for 2<sup>nd</sup>/3<sup>rd</sup> week in April.

**Other Business**

Jesse Margolis gave a comprehensive presentation on the development of MHCS's "Whole Child" Accountability System. He reviewed the existing Accountability Landscape for Charter Middle Schools in New York City. (See attachment)

**Forward Agenda**

1. Board Packet Review
2. Committee and Task Force Updates

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

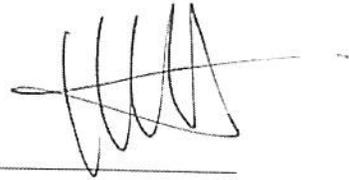
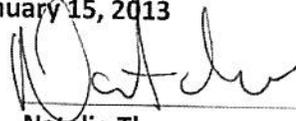
Respectfully submitted,



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

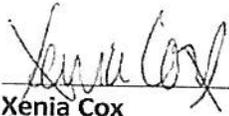
MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

January 15, 2013



**Natalie Thompson**  
Secretary

APPROVED:



**Xenia Cox**  
Officer



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**December 18, 2012**

The annual meeting of the Board of Trustees (the “Board” or “BoT”) of the Mott Hall Charter School (the “MHCS”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on December 18, 2012, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Xenia Cox, Peter Oroszlany, Natalie Thompson, Charles Stern and Francesca Wiending.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS and Geovanti Steward – Principal of MHCS.**

**Brenda Bravo, Sarah Calderon and David Tinagero** were absent from the meeting.

No parent(s) attended this meeting.

Xenia Cox presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Cox reviewed the agenda.

**Acknowledgement of the Approval of Prior Meeting Minutes**

November 20, 2012, meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets will be available prior to Board meetings. Mr. Lesser gave brief updates on Operations, Finance and Fundraising, Staffing and Accountability.

Mr. Lesser and Ms. Cox briefly reviewed the building design for our new space and timeline (July 2014) for completion.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**December 18, 2012**

Mr. Lesser and Patrick Awosogba updated the BoT on the Finance/Operations Committee meeting. The Committee reviewed the 2012 Operating Budget. The Committee suggested re-coding line items.

Social and Emotional Health Youth Development Programs will begin in January.

MHCS's "Whole Child" Accountability System development is underway.

MHCS will host the first installment of the "Speaker Series" with US Ambassador to Uruguay, Julissa Reynoso on December 21, 2012.

- B. Geovanti Steward, Principal of MHCS gave a fulsome update of the Academic Program. Mr. Steward highlighted those recognized in the 1<sup>st</sup> quarter for academic and behavioral achievement. After a rigorous assessment of the student body, a plan has been established (developed by staff and supported by academic research) that will support students and focus on reading and math leading up to Interim Assessment 2.

**Other Business**

The BoT reviewed and unanimously approved the 2013 BoT Meeting Calendar.

Mr. Lesser updated the BoT on the Mid-Year Evaluation for staff. The 360 appraisal includes three components; a staff member self-appraisal, peer review and supervisor feedback loop. The process started in December and will conclude in February.

**Forward Agenda**

1. Board Packet Review
2. Committee and Task Force Updates
3. MHCS's "Whole Child" Accountability System



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

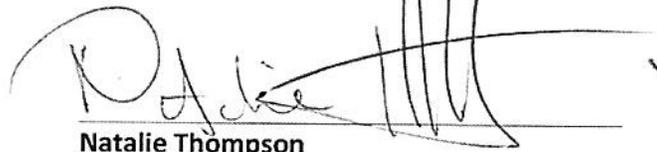
**MOTT HALL CHARTER SCHOOL**

December 18, 2012

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Natalie Thompson", written over a horizontal line.

**Natalie Thompson**  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read "Xenia Cox", written over a horizontal line.

**Xenia Cox**  
Officer



**MOTT HALL**  
CHARTER SCHOOL  
ROSE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**November 20, 2012**

The annual meeting of the Board of Trustees (the "Board" or "BoT") of the Mott Hall Charter School (the "MHCS"), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on November 20, 2012, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Brenda Bravo, David Tinagero, Natalie Thompson, Charles Stern and Francesca Wiendingling.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS**  
**Patrick Awosogba, Sarah Calderon, Xenia Cox and Peter Oroszlany** were absent from the meeting.

No parent(s) attended this meeting.

Brenda Bravo presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Bravo reviewed the agenda.

**Acknowledgement of the Approval of Prior Meeting Minutes**

October 16, 2012, meeting minutes were reviewed and unanimously approved by the BoT.

**Executive Director Updates**

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets will be available prior to Board meetings. Mr. Lesser gave brief updates on the Academic Program, Operations, Finance and Fundraising, Staffing and Accountability.

Mr. Lesser also informed the BoT that MHCS has received approval to revise the charter.

MHCS's "Whole Child" Accountability System is set to begin next month.

**Other Business**



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**November 20, 2012**

MHCS Saturday Academy which began on October 20, 2012 and hosting 64 students is off to a strong start suggesting modest success.

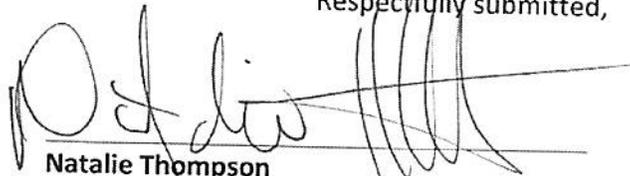
**Forward Agenda**

1. Board Packet Review
2. Committee and Task Force Updates

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

  
**Natalie Thompson**  
Secretary

APPROVED:

  
**Brenda Bravo**  
Vice Chair



**MOTT HALL  
CHARTER SCHOOL**  
RISE TO THE CHALLENGE

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL**

**October 16, 2012**

The annual meeting of the Board of Trustees (the "Board" or "BoT") of the Mott Hall Charter School (the "MHCS"), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on October 16, 2012, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Brenda Bravo, Xenia Cox, Natalie Thompson.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS, Yajaira Adorno, Business Manager of MHCS.**

The following Trustee Candidates participated: **Charles Stern and Francesca Wiending**

**Marco Carrion, Sarah Calderon and Peter Oroszlany** were absent from the meeting.

Parent(s) also attended this meeting. (See sign in sheet)

Brenda Bravo presided at this meeting and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order. Ms. Bravo reviewed the agenda and opened the floor to public comment.

**Meeting was open to public comment**

No comments were given from public.

**Acknowledgement of the Approval of Prior Meeting Minutes**

September 25, 2012, meeting minutes were reviewed and unanimously approved by the BoT.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL**

**October 16, 2012**

**Executive Director Updates**

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets will be available prior to Board meetings. Mr. Lesser gave brief updates on the Academic Program, Operations, Finance and Fundraising, Staffing; specifically the STAY Program – non-monetary reward for teachers, Social and Emotional Health and Youth Development and Accountability.
- B. MHCS Finance Update - Ms. Adorno provided an update of the MHCS monthly financials. She also indicated the Financial Policy and Procedure Manual will be reviewed at the next BoT meeting.

**Items for Board Approval**

1. Ms. Thompson made a motion to amend the August 25<sup>th</sup> minutes such that it reflects the BoT unanimous approval of the following new Trustees; Charles Stern, David Tinagero, and Francesca Weindling at the August 25<sup>th</sup> meeting. The BoT unanimously approved the amendment.
2. The board unanimously approved the MHCS's Employee Handbook.
3. The BoT unanimously approved the selection of the consultant to design the MHCS's "Whole Child" Accountability System.

**Other Business**

1. Acknowledgement of the resignation of BoT member: Ms. Bravo acknowledged receipt of the letter of resignation from BoT member Marco A. Carrion. She thanked him for his service and commitment to MHCS. (See attached)
2. MHCS will start the Saturday Academy on October 20, 2012 and host 64 students from 9 am- 12p.m. Focus will be on ELA and Math.
3. Board Commitment and Fundraising.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

**MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL**

**October 16, 2012**

**Forward Agenda**

1. Board Packet Review
2. Committee and Task Force Updates
3. Parent Student Empowerment Workshops

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

**Natalie Thompson**  
Secretary

10-19-12 TPT

**APPROVED:**

**Brenda Bravo**  
Vice Chair



**MOTT HALL**  
CHARTER SCHOOL  
JUST TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

**MOTT HALL CHARTER SCHOOL**

**September 25, 2012**

The annual meeting of the Board of Trustees (the “**Board**” or “**BoT**”) of the Mott Hall Charter School (the “**MHCS**”), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on September 25, 2012, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Brenda Bravo, Sarah Calderon, Xenia Cox, Natalie Thompson.**

The following school staff members participated in person: **Bob Lesser, Executive Director of MHCS, Geovanti Steward, Principal, MHCS and LaKiesha Meredith, ELA Teacher.**

The following Trustee Candidates participated: **Francesca Wiendling, David Tinagero**

**Marco Carrion, and Peter Oroszlany** were absent from the meeting.

Parent(s) also attended this meeting. (See sign in sheet)

Sarah Calderon presided at this meeting, and Natalie Thompson recorded the minutes as secretary. Brenda Bravo translated to Spanish where necessary. After noting that a quorum was present, the meeting was called to order. Ms. Calderon reviewed the agenda and BoT members were asked to introduce themselves for the benefit of parents in attendance.

**Meeting was open to public comment**

Comment 1: Parents inquired about the availability of jackets (outer wear), sweaters and cardigans. Mr. Lesser highlighted the dates that uniforms would be available and indicated that the information would be posted on the website. In addition flyers would be sent home with students.

Comment 2: Parents wanted to know when speech therapy classes would be available.



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

### MOTT HALL CHARTER SCHOOL

September 25, 2012

#### Acknowledgement of the Approval of Prior Meeting Minutes

August 21, 2012, meeting minutes were reviewed and unanimously approved on August 22, 2012, in an effort to expedite the approval by SED of the following Trustees; Charles Stern, David Tinagero, and Francesca Weindling. Approval by SED is still pending

#### Executive Director Updates

- A. Board Packet Review - Mr. Lesser reviewed the contents of the Board Packet. Packets will be available prior to Board meetings.
- B. MHCS Performance Update - Mr. Steward provided an update on school stats and performance levels. While attendance is strong over the course of 3 yrs. additional focus and support needs to be given to math and ELA.

#### Fundraising Update

Ms. Thompson gave an update on the Fundraising Strategy. The taskforce has identified ten targeted funding streams as well as the target source, timing and budget. The taskforce is in the process of building the RFP template and establishing a Chairman's Council. Communications to the individual donor base continues on an on-going basis.

Open Session was called to a close and Executive Session was called to order at 6:30 p.m. Mr. Lesser reviewed the candidate slate and final candidate for the Business Manager position at MHCS. Business Manager will start with the school in October. Executive Session was closed at 6:45pm

#### Items for Board Approval

- A. The Board unanimously supported the hire of the Business Manager.



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

September 25, 2012

- B. The board unanimously approved the discontinuation of MHCS's relationship with Food Service Provider "Red Rabbit".

**Other Business**

1. MHCS will start the Saturday Academy and host 20 over the school year. Focus will be on ELA and Math.

**Forward Agenda**

1. MHCS dashboard and other key metrics
2. Committee and Task Force Updates

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.

Respectfully submitted,



**MOTT HALL  
CHARTER SCHOOL**  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

September 25, 2012

A handwritten signature in black ink, appearing to read 'Natalie Thompson', written over a horizontal line.

**Natalie Thompson**  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Brenda Bawro for Sarah Calderon', written over a horizontal line.  
**Sarah Calderon**



MOTT HALL  
CHARTER SCHOOL

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**August 21, 2012**

The annual meeting of the Board of Trustees (the "Board") of the Mott Hall Charter School (the "MHC"), was held at Mott Hall Charter School, Annex of 1260 Franklin Avenue between 168th and 169th Street, Bronx, NY 10459 on August 21 2012, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Brenda Bravo, Sarah Calderon, Xenia Cox Peter Oroszlany and Natalie Thompson.**

The following newly appointed Trustees were present: **Charles Stern and David Tinagero**

The following school staff member participated in person: **Bob Lesser, Executive Director of MHC.**

**Patrick Awosogba and Marco Carrion** were absent from the meeting.

Sarah Calderon presided at this meeting, and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order.

**Approval of Prior Meeting Minutes**

July 17<sup>th</sup> 2012 meeting minutes were reviewed and unanimously approved.

**Appointment of New Board of Trustees Members**

On August 21, 2012, the Mott Hall Charter School's Board of Trustees (BoT) voted in accordance with the Open Meeting Law to select Charles Stern, David Tinagero, and Francesca Weindling as final candidates for the Mott Hall Board of Trustees, pending approval by SED.

**Approval of Mott Hall Charter School Policy Documents**

The Board reviewed and unanimously approved the following policy documents:

1. Certificate of Insurance for Commercial General Liability and Umbrella liability



MOTT HALL  
CHARTER SCHOOL

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE

MOTT HALL CHARTER SCHOOL

August 21, 2012

2. Letter from ED ensuring that building/facility is programmatically accessible to students with disabilities in compliance with Americans with Disabilities requirements.
3. Safety Plan
4. Insurance Binder for the Board of Trustees
5. Final organizational Chart
6. Independent Auditor engagement letter
7. IRS Form 1023 application confirmation
8. Student Disciplinary Code
9. Complaint/Grievance Policies for Staff
10. FERPA policy
11. Student and Family Handbook
12. Performance goals for school leader and defined evaluation system
13. Staffing Plan
14. Health and Safety plan
15. School Calendar
16. Daily Schedule
17. School Wellness Policy



MOTT HALL  
CHARTER SCHOOL

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

August 21, 2012

18. Transportation Services Plan

**Executive Director updates**

- A. Review of MHC key dates  
School Start Date and other related activities prior to school opening
- B. Teacher Hiring  
Teacher hiring is underway with Geovanti Steward leading the effort. Review candidates for ELA and math.

**Other Business**

Funding Raising Task force updated the BoT on funding strategy for the coming months and the formation of the Chairman's Council.

**Forward Agenda**

1. MHC dashboard and other key metrics
2. Committee and Task Force Updates

**Adjournment**

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

Respectfully submitted,



MOTT HALL  
CHARTER SCHOOL

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
MOTT HALL CHARTER SCHOOL

August 21, 2012

A handwritten signature in black ink, appearing to read 'Natalie Thompson', written over a horizontal line.

Natalie Thompson  
Secretary

APPROVED:

A handwritten signature in black ink, appearing to read 'Sarah Calderon', written over a horizontal line.

Sarah Calderon



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

**July 17, 2012**

The annual meeting of the Board of Trustees (the “**Board**”) of the Mott Hall Charter School (the “**MHC**”), was held at Casita Maria, 928 Simpson Street, Bronx, NY 10459 on **July 17, 2012**, beginning at approximately 5:30 p.m. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Patrick Awosogba, Sarah Calderon, Peter Oroszlany and Natalie Thompson.**

The following school staff member participated in person: **Bob Lesser, Executive Director of MHC.**

The following guest participated in person: **David Tinagero.**

**Brenda Bravo, Marco Carrion and Xenia Cox** were absent from the meeting.

Sarah Calderon presided at this meeting, and Natalie Thompson recorded the minutes as secretary.

After noting that a quorum was present, the meeting was called to order.

**Approval of Prior Meeting Minutes**

June 19<sup>th</sup> 2012 meeting minutes were reviewed and unanimously approved.

**Appointment of Committees and Taskforce**

The Board agreed to move the discussion of Committees and Task Forces to the August 21<sup>st</sup> meeting.

**Board Self Evaluation**

The Board completed and reviewed the Board Evaluation (see attachment). The Board reviewed and discussed Board Self Evaluations. It was decided that Self Evaluation will be completed and submitted to the Executive Director of MHC at the next Board meeting.

**Executive Director updates**



MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**  
July 17, 2012

A. Review of MHC key dates

School Start Date and other related activities prior to school opening

B. Review of Sanctuary Model

Mr. Lesser reviewed the Sanctuary Model which focuses on student safety and empathetic accountability. The board recommended that we continue further research and outreach to schools that currently use the model.

C. Teacher Hiring

Teacher hiring is underway with Geovanti Steward leading the effort. They are targeting next month to complete the teacher hiring process for math, science, technology and arts.

D. Lease Agreement

Lease Agreement is now complete. The landlord will now begin the process of securing financing for the project. Mr. Lesser will continue to work closely with the landlord through this process. Target opening for the new facility is September 2014.

**Other Business**

Bob Lesser reviewed the forward calendar items the August Board Meeting and requested that discussion items be forwarded to him one week prior to the August 21<sup>st</sup> Board Meeting.

**Forward Agenda**

1. Appointment of Committees and Taskforce
2. MHC dashboard and other key metrics



**MOTT HALL**  
CHARTER SCHOOL  
RISE TO THE CHALLENGE

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE  
**MOTT HALL CHARTER SCHOOL**

July 17, 2012

3. Building Board Capacity (Member Recruitment and Board Self Assessment)
4. Committee and Task Force Updates

**Adjournment**

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

Respectfully submitted,

**Natalie Thompson**  
Secretary

APPROVED:

**Sarah Calderon**

Mott Hall Charter School  
III. Key Focus Area-D. Appendix H: Enrollment and Retention Efforts

Mott Hall Charter School is located in CSD 9. The adjusted recruitment targets for our school of 107 students are as follows:

Free and Reduced = 91.3%  
Students with Disabilities = 14.7%  
English Language Learners = 28.6%

For the 2012 – 2013 school year our student population (as of BEDS day 2012) in these sub-divisions were a follows:

Free and Reduced = 95%  
Students with Disabilities = 22.4%  
English Language Learners = 14.3%

**FREE AND REDUCED**

We provide preference to families residing in district 9 so our free and reduced population mirrors that of the district. Half of our student population resides in district 9 and of those 94 percent of them have a free or reduced lunch status. We plan to continue our recruitment strategies in this district to maintain our free and reduced targets. We have build relationships with elementary schools in the district and will continue to maintain those relationships as well as forge forward building new relationships. We also do a Vanguard mailing to grade appropriate households encouraging parent in this district to apply and making the application process easier by including prepaid return envelopes.

District 8 and district 12 are our second and third most densely populated districts. Our plan for recruitment for the 2013-2014 included sending materials not only to schools but also to community based organizations in these areas that provide supports to struggling families. These included community centers, churches, shelters, community clinics and health centers, etc.

**STUDENTS WITH DISABLITIES**

Our target for SWD's was 14.7%. MHCS came very close to doubling that target with our enrolled population of 22.4%. We recruit from many of the schools in district. These schools have high SWD populations so our SWD population is reflective of that.

For the 2013 – 2014 school year we advanced our recruitment by sending application materials to the CSE (Committee on Special Education) office and asked for our information to be posted. We also held multiple parent information sessions

where parents of students with disabilities were able to ask questions and get assurance about what services we can provide for their child. This provided a level of clarity and comfort that doesn't come from just blindly applying.

We have done a wonderful job this year supporting our students with disabilities. We have guided parents thorough the renewal process. In some cases services were dropped due to students advancements and in others services were added due to student need. Some students were identified though out the school year and were guided through the evaluation process. This level of delicate guidance has given our parents confidence in us and as a result our students have indicated that they will return for the 2013-2014 school year.

### **ENGLISH LANGUAGE LEARNERS**

We exceeded our recruitment targets in all sub-categories except ELL students. Having realized this we have begun to think of ways to increase this population. We have a high population of students whose primary language at home is not English, however these students are not identified as ELL students.

We have joined the Charter School ELL Consortium to get support on ways to best recruit, service, and retain ELL students. We have also reached out to Family Life Academy to get best practices as they continuously have a high ELL population with outstanding academic results. We have taken the steps as recommended by the NYC Charter School ELL Consortium to show a good faith effort to recruit ELL students. Below are the suggestions and details on implementation at MHCS. There are also some samples of our recruitment and parent communication materials.

## **Strategies for Recruiting ELL Students (Taken from the New York City Charter Schools ELL Consortium)**

The new charter law for New York, passed in May 2010 has several implications for charter schools and ELL students. Under the new law:

- Charter schools must continue to show a good faith effort to attract and retain a comparable or greater enrollment of ELL students when compared with the enrollment numbers of ELL students in other schools in the same district;
- Charter schools can now be terminated for repeated failure to comply with the requirement to meet or exceed these ELL enrollment and retention targets (unless this would be the only reason for termination and the charter school can show that it made extensive efforts to recruit and retain such students - such as outreach to families and

- parents in the community, widely publicizing the lottery, and efforts to academically support ELL students);
- In their annual reports to the Board of Regents, charter schools must now include their efforts in the current school year, and their plan for the next school year, to meet and exceed ELL enrollment and retention targets;
- Charter school application forms must be provided in the languages predominantly spoken in a charter school's local community; and
- Applications for new charter schools must include the charter school's plan to meet or exceed ELL enrollment and retention targets.

As charter schools now need to plan for, and document, their efforts to recruit a number of ELL students that is comparable to district schools within the same district, strategies for recruiting ELL students include:

- Taking time to learn about the cultures and needs of ELL families in your school's community;
  - **Mott Hall Charter School has met with parents in groups and one on one via workshops, open houses sessions, parent teacher conferences, and other unscheduled parent visits. At these times parents have shared their concerns and challenges. Parents have been given contact information for every staff member in the school should they have any questions or concerns. Information is supplied in English and Spanish on all correspondences that go home.**
- Creating school recruitment/lottery materials in English and in the school community's predominant languages.
  - **Mott Hall Charter School is located in district 9. According to district data the community is 88.3% Spanish-speaking amongst all students and 89% of the ELL populations in this district speak Spanish. All materials that go out around recruitment are distributed in English and Spanish.**
- Resources for translation services can be accessed at: [DOE Translation & Interpretation Unit](#)
  - **40% of our staff is multi-lingual with Spanish as their second language. Our Administrative Assistant is multi-lingual speaking Spanish and French. All correspondences sent home are in English and Spanish. Workshops, conferences, and meetings are held with staff on site to interpret as needed.**
- Understanding that written materials are not always enough - place phone calls to ELL families;
  - **Mott Hall Charter School uses School Reach to communicate with parents. Messages are properly translated into Spanish and verbally (not automated as this tend to be hard to understand even in English) sent out. Upon receipt of the call parents have to option to press 1 for English and 2 for Spanish to listen to the school communication.**

- Utilizing ELL family members who are already in your school community - have them be spokespeople for your school;
  - **We have done this for this current recruiting year. We have a few parents who we have supplied with recruitment materials to distribute around the community and share with family, co-workers, and friends.**
- Having a bilingual staff member or volunteer who can help answer families' questions and fill out paperwork;
  - **For any event the school hosts, staff that speak Spanish are on site to translate and assist parents as needed. Materials are also provided in English and Spanish.**
- Finding community interpretation services for lower-incident languages; and
  - **We request that parents let us know if they will need an interpreter before meetings and in what language. Thus far we have not needed outside support as all our parents either speak Spanish or French. Our Administrative Assistant was hired in part because she speaks fluent Spanish, French, Italian, and German. We have received guidance on supports available for translation services in the event interpretation is needed beyond the expertise of our staff.**
- Hosting open-house meetings and providing translated materials and presenters who can translate for families.
  - **For any event the school hosts, staff that speak Spanish are on site to translate and assist parents as needed. Materials are also provided in English and Spanish.**



**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE

# INFORMATION SESSIONS



Mott Hall Charter School is a new middle school that opened its doors in September 2012. We will be accepting 50 6th grade students for the 2013-2014 school year. Come to our information session to learn how Mott Hall Charter School can help your child Rise To The Challenge.

## SESSION 1

.....  
FEBRUARY 26, 2013  
6:00 to 7:30pm

## SESSION 2

.....  
MARCH 20, 2013  
6:00 to 7:30pm

1260 FRANKLIN AVENUE, BRONX NEW YORK 10456

Please call (718) 991 9139 to RSVP

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*The mission of the Mott Hall Charter School (MHCS) is to provide rigorous academics and strong supports to prepare students for success in top high schools in New York City and beyond.*



**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE

## SESIONES INFORMATIVAS



Mott Hall Charter School es una escuela intermedia que abrió sus puertas en Septiembre del 2012. Vamos a aceptar 50 alumnos en el 6º grado para el año académico 2013-2014. Le invitamos a nuestra sesión informativa para entender cómo Mott Hall Charter School puede ayudar a su hijo/a a llegar a la altura del desafío.

### SESIÓN 1

.....  
26 DE FEBRERO DE 2013  
de 6:00 a 7:30pm

### SESIÓN 2

.....  
20 DE MARZO DE 2013  
de 6:00 a 7:30pm

1260 FRANKLIN AVENUE, BRONX NEW YORK 10456

Llamar al (718) 991 9139 para confirmar su presencia

---

*La misión de Mott Hall Charter School (MHCS) es proporcionar cursos rigurosos y un firme apoyo a los alumnos para triunfar en las mejores escuelas secundarias de la ciudad de Nueva York y mas allá.*



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

## APPLICATION FOR ADMISSION

**INSTRUCTIONS** – We are currently accepting applications for rising 6<sup>th</sup> and 7<sup>th</sup> graders. Please mail completed applications to Mott Hall Charter School, 1260 Franklin Avenue, Bronx, NY 10456. Please print clearly.

### STUDENT INFORMATION

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 Current Grade: \_\_\_\_\_ Gender:  Male  Female Grade Applying For:  6  7  
 Current School: \_\_\_\_\_ Community School District: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_  
 Student's Home Address: \_\_\_\_\_  
 Apt: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### FAMILY INFORMATION

First Legal Parent/ Guardian Relationship to Student: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell Telephone Number: (\_\_\_\_) \_\_\_\_\_  
 Work Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Second Legal Parent/Guardian (Optional) Relationship to Student: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ Cell Telephone Number: (\_\_\_\_) \_\_\_\_\_  
 Work Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name(s) and Grade(s) of sibling(s) who are currently attending MHCS -  
 \_\_\_\_\_  
 \_\_\_\_\_

Name(s) and Grade(s) of sibling(s) who are applying for admission to MHCS (Separate Applications Needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing this application form, I declare that I am the legal parent/guardian of the child listed above and am authorized to enroll this child in the Mott Hall Charter School.

Legal Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MHCS Office Use Only:**  
 Received (date): \_\_\_\_\_ Seat #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



**MOTT HALL**  
**CHARTER SCHOOL**  
 RISE TO THE CHALLENGE

**SOLICITUD DE ADMISIÓN**

**INSTRUCCIONES** – Actualmente aceptamos las solicitudes de los alumnos entrando en el 6º y 7º grado. Por favor envíe por correo la solicitud rellena a Mott Hall Charter School, 1260 Franklin Avenue, Bronx, NY 10456. **ESCRIBIR CLARAMENTE.**

**INFORMACIÓN SOBRE EL ALUMNO**

Nombre: \_\_\_\_\_ Segundo nombre: \_\_\_\_\_ Apellido: \_\_\_\_\_ Sufijo: \_\_\_\_\_

Grado actual: \_\_\_\_\_ Género:  Hombre  Mujer Grado solicitado:  6  7

Escuela actual: \_\_\_\_\_ Distrito Escolar Comunitario: \_\_\_\_\_

Fecha de nacimiento: \_\_\_\_/\_\_\_\_/\_\_\_\_ Edad: \_\_\_\_\_

Dirección del domicilio del alumno: \_\_\_\_\_

Apto: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

**INFORMACIÓN SOBRE LA FAMILIA**

Padre o Tutor Legal Principal Parentesco: \_\_\_\_\_

Nombre: \_\_\_\_\_ Segundo nombre: \_\_\_\_\_ Apellido: \_\_\_\_\_ Sufijo: \_\_\_\_\_

Teléfono de casa: (\_\_\_\_) \_\_\_\_\_ Número de celular: (\_\_\_\_) \_\_\_\_\_

Teléfono del trabajo: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Padre o Tutor Legal Secundario (opcional) Parentesco: \_\_\_\_\_

Nombre: \_\_\_\_\_ Segundo nombre: \_\_\_\_\_ Apellido: \_\_\_\_\_ Sufijo: \_\_\_\_\_

Teléfono de casa: (\_\_\_\_) \_\_\_\_\_ Número de celular: (\_\_\_\_) \_\_\_\_\_

Teléfono del trabajo: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Nombre(s) y grado(s) de hermano(s) o hermana(s) que asisten actualmente a MHCS -

\_\_\_\_\_

Nombre(s) y grado(s) de hermano(s) o hermana(s) presentando una solicitud a MHCS (se requiere una Solicitud aparte):

\_\_\_\_\_

Al firmar este formulario, declaro que soy el padre o tutor legal del niño/de la niña mencionado/a más arriba y que estoy autorizado/a para registrar este niño/a en Mott Hall Charter School.

Firma del Padre o Tutor Legal: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Solo para el uso administrativo de MHCS:**

Recibido (fecha): \_\_\_\_\_

Asiento #: \_\_\_\_\_

Iniciales del empleado: \_\_\_\_\_

## LOCATION AND FACILITY

Mott Hall Charter School will open the doors to our very own new building in the fall of 2014. This facility will be located on 167th street and 3rd avenue in the Bronx. The space includes:

- Large classrooms with natural light in every room
- Science lab
- Art room
- Full wireless connectivity and 21st century technology infrastructure
- Cafeteria with healthy food options
- Gymnasium

For the 2012 and 2013 school years Mott Hall Charter School will be in the Annex building of P.S. 63 located at 1260 Franklin Avenue (between 168th and 169th streets) until our new building is ready.

## ADMISSIONS

We are excited to welcome our first class of rising 6th graders to Mott Hall Charter School! Mott Hall Charter School is open to students of all academic levels, students with IEPs and English Language Learners. Admissions priority is given to students residing in Community School District 9 where the school is located.

**Apply Now! We only have 50 seats available for students entering 6th grade in September 2013.**

Apply on-line now!  
[www.MottHallCharterSchool.org](http://www.MottHallCharterSchool.org)  
or pick up an application at our school.

1260 Franklin Avenue  
Bronx NY 10456  
(718) 991-9139

Applications can be mailed to the address above or faxed to (718) 991-9150.



**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE



[www.MottHallCharterSchool.org](http://www.MottHallCharterSchool.org)

## SCHOOL MISSION AND PHILOSOPHY

Mott Hall Charter School is a new middle school serving grades 6-8 in the Bronx. Building on the highly successful and popular Mott Hall model, the mission of the Mott Hall Charter School is to provide rigorous academics and strong supports to prepare students for success in top high schools in New York City and beyond.

## ACADEMIC PROGRAM

Mott Hall Charter School's curriculum is guided by the International Baccalaureate (IB) Middle Years Programme (MYP). The IB MYP provides our students with the highest caliber high school and college preparatory coursework available.

Key features of our academic program include:

- Engaging and rigorous classes in all subject areas with intensive instruction in English and math
- Foreign language study for all students
- The opportunity for our students to take Regents in 8th grade
- An extended day and extended year program allowing time for extra help and enrichment
- Supports for students with Individualized Education Programs and English Language Learners



## CHARACTER AND LEADERSHIP DEVELOPMENT

Character and leadership development are hallmarks of the Mott Hall experience. We provide a safe and nurturing environment where our students can grow socially and emotionally and thrive academically. All community members adhere to a Code of Ethics which emphasizes Safety, Respect for self and others, Self-discipline, Hard-work, and Pride in ourselves and our school.

Mott Hall's approach to character and leadership development includes:

- A clear, caring, and consistent school culture focusing on safety, student learning, and social and emotional growth
- Instruction in study skills, organization, and time management
- Sports, health, and fitness activities
- Technology classes
- Extra-curricular activities, clubs, field trips, and service-learning opportunities

## AFTER SCHOOL, SATURDAY, AND SUMMER PROGRAM

Mott Hall offers a comprehensive after school program throughout the school year and holds Saturday Academy and extra instruction during the summer. The after school, Saturday, and summer programming provides additional academic support, tutoring, and test preparation as well as enrichment including dance, theater, fitness (yoga, sports, capoeira) and creative writing. In addition, we help families identify meaningful activities for students during summer vacation.

## HIGH SCHOOL PREPARATION AND ADVISEMENT

At Mott Hall Charter our goal is to get 100% of our graduating 8th grade students into a high performing high school. To this end we offer a High School Preparation and Advisement program which:

- Provides families with information on the public and private high school admissions process.
- Assists students with admissions applications and portfolios to selective schools.
- Provides test preparation for the specialized and independent schools.

## TECHNOLOGY AT MOTT HALL CHARTER SCHOOL

Mott Hall Charter School uses technology 1) to enhance communication with parents, 2) to support more effective instruction in classrooms, and 3) to ensure that all students acquire cutting edge 21st century technology skills.

In classrooms, all teachers use a variety of technology tools to make lessons more dynamic, engaging, and effective. Adaptive computer-based interventions such as i-Ready will help students struggling in content areas as well to provide enrichment opportunities to accelerated students.

Students will also gain exposure to technology shaping the college and workplace environments including:

- Computing skills
- Website development
- Web 2.0 and social media technology

**Mott Hall students are educated for the 21st century!**

## UBICACIÓN E INSTALACIONES

Mott Hall Charter School abrirá las puertas de su nuevo edificio en el otoño del 2014. Este edificio estará ubicado en la calle 167 con la 3ª avenida en el Bronx. El espacio incluye:

- Grandes aulas con luz natural en cada una de ellas
- Laboratorio científico
- Sala de arte
- Conexión inalámbrica plena e infraestructura tecnológica del siglo 21
- Cafetería con opciones de comida saludables
- Gimnasio

Ocuparemos el edificio anexo de P.S. 63, en 1260 Franklin Avenue (entre la 168 y la 169), durante los años escolares de 2013 y 2014, hasta que nuestro nuevo edificio se encuentre listo.



[www.MottHallCharterSchool.org](http://www.MottHallCharterSchool.org)

## ADMISIONES

¡Nos alegramos de dar la bienvenida a nuestro primer curso de alumnos de 6º grado en Mott Hall Charter School! Mott Hall Charter School está abierta a alumnos de todos los niveles académicos, alumnos con un "TEP" (Programa Educativo Individualizado) y alumnos que aprenden el inglés (English Language Learners). Se dará prioridad a los alumnos residentes del Distrito Escolar Co-munitario nº 9, donde se encuentra la escuela.

.....  
¡Presente su solicitud ahora! Sólo disponemos de 50 plazas para alumnos que se incorporan a 6º grado en septiembre de 2013.

¡Presente la solicitud por internet ahora!  
[www.MottHallCharterSchool.org](http://www.MottHallCharterSchool.org)  
o vengan a recoger una solicitud a la escuela.

.....  
1260 Franklin Avenue  
Bronx NY 10456  
(718) 991-9139

Pueden mandar las solicitudes por correo a la dirección más arriba o mandar un fax al (718) 991-9150.



**MOTT HALL  
CHARTER SCHOOL**  
RISE TO THE CHALLENGE

## MISIÓN Y FILOSOFÍA DE LA ESCUELA

Mott Hall Charter School es la nueva escuela secundaria atendiendo los grados 6-8 en el Bronx. Basándose en el altamente exitoso y popular modelo de Mott Hall, la misión de Mott Hall Charter School es proporcionar cursos rigurosos y un firme apoyo para preparar a los alumnos para triunfar en las mejores escuelas superiores de la ciudad de Nueva York y más allá.

## PROGRAMA ACADÉMICO

El plan de estudios de Mott Hall Charter School utiliza como guía el Programa de Años Intermedios (PAI) del Bachillerato Internacional (BI)\*. El PAI del BI proporciona a nuestros alumnos los cursos preparatorios del más alto nivel para la escuela superior y la universidad.

Las principales características de nuestro programa académico incluyen:

- Clases agradables y rigurosas en todas las áreas de estudio, con lecciones intensivas en las asignaturas de inglés y matemáticas
- Estudio de lenguas extranjeras para todos los alumnos
- La oportunidad para nuestros alumnos de realizar ("Regents") en 8º grado.
- Un programa diario y anual extendido que permite dedicar tiempo a ayuda extra y enriquecimiento
- Apoyo a estudiantes con Programas Educativos Individualizados y estudiantes que aprenden el inglés.



## DESARROLLO DE LA PERSONALIDAD Y DEL LIDERAZGO

El desarrollo de la personalidad y del liderazgo es un sello de la vivencia Mott Hall. Proporcionamos un entorno seguro y propicio donde nuestros alumnos pueden crecer social y emocionalmente y prosperar académicamente. Todos los miembros de la comunidad son fieles a un Código Ético que hace hincapié en la Seguridad, el Respeto por uno mismo y por los demás, la Auto-disciplina, el Trabajo duro, y el Orgullo por nosotros mismos y nuestra escuela.

El enfoque de Mott Hall en el desarrollo de la personalidad y del liderazgo incluye:

- Una cultura escolar clara, solidaria y coherente con enfoque en seguridad, aprendizaje del alumno, y crecimiento social y emocional
- Lecciones de habilidades de estudio, organización y gestión de tiempo
- Deportes, salud y actividades de fitness
- Enriquecimiento artístico
- Actividades extra-curriculares, clubs, excursiones, y oportunidades de auto-formación.

## ACTIVIDADES EXTRA-ESCOLARES, SÁBADOS Y PROGRAMAS DE VERANO

Mott Hall ofrece un programa completo de actividades extra-escolares durante todo el curso escolar e impartir clases los sábados y durante el verano. Las actividades extra-escolares, el programa de los sábados y de los meses de verano proporcionan un apoyo académico adicional, tutorías, y preparación de exámenes, así como enriquecimiento incluyendo baile, teatro, artes visuales, cine, música, fitness/yoga, deportes, capoeira) y escritura creativa. De forma adicional, ayudamos a las familias a identificar actividades significativas para los estudiantes durante los meses de verano.

## PREPARACIÓN Y ASESORAMIENTO LA ESCUELA SUPERIOR

Nuestro objetivo en Mott Hall Charter es conseguir que el 100% de nuestros alumnos graduados de 8º grado ingresen en una Escuela Superior de alto nivel. Con esta finalidad, ofrecemos un programa de Preparación y Asesoramiento para la Escuela Superior, el cual:

- Proporciona a las familias información sobre el proceso de admisión para escuelas superiores públicas y privadas.
- Asiste a los alumnos con solicitudes de admisión y portafolios de escuelas selectivas
- Provee preparación de exámenes para escuelas especializadas e independientes.

## LA TECNOLOGÍA EN MOTT HALL CHARTER SCHOOL

Mott Hall Charter School hace uso de la tecnología: 1) para mejorar la comunicación con los padres, 2) con el fin de apoyar una enseñanza más efectiva en las aulas, y 3) para asegurar que todos los alumnos adquieran habilidades tecnológicas propias del siglo 21.

En las aulas, todos los profesores usan una variedad de herramientas tecnológicas para que las clases sean más dinámicas, agradables y eficientes. El uso de intervenciones informáticas como Read 180 ayudará a estudiantes con dificultades en áreas de contenido, de igual modo proporcionará oportunidades de enriquecimiento a alumnos acelerados.

Los alumnos también tendrán una mayor exposición a la tecnología que configura el entorno escolar y laboral, incluyendo:

- Conocimientos de informática
- Desarrollo de páginas web
- Web 2.0 y tecnología de redes sociales

¡Los estudiantes de Mott Hall están formados para el siglo 21!



**MOTT HALL  
CHARTER SCHOOL**  
RISE TO THE CHALLENGE

February 14, 2013

Dear Educator,

I write to you from the Mott Hall Charter School. We are a middle school located in district 9 in the South Bronx. We are beginning our admissions season. We are accepting applications for students going to 6<sup>th</sup> and 7<sup>th</sup> grade in September 2013. I ask that you share our information session fliers and lottery applications with your parents and if possible post around your site. I have included five admissions applications and two color information session fliers (English and Spanish). Materials can be copied as needed. You can contact me if you need more materials for distribution.

Parents can mail applications to **ATTENTION: MOTT HALL CHARTER SCHOOL** - 1260 Franklin Avenue, Bronx New York 10456. Applications can be faxed to (718) 991-9150. Parents can also complete the online charter application on our school's website – [www.motthallcharterschool.org](http://www.motthallcharterschool.org).

**The deadline for admission applications is April 1, 2013. Our lottery will be conducted on April 12, 2013.**

If you have any questions about the materials you were sent or our school, please do not hesitate to contact me at (718) 991-9139.

Thank you for your support.

*Karlene Cowan*

Karlene Cowan  
Director of Operations



**Like and Follow Us!**



**MOTT HALL  
CHARTER SCHOOL**  
RISE TO THE CHALLENGE

14 de febrero de 2013

Estimado Educador,

Le mandamos esta carta desde Mott Hall Charter School, una escuela intermedia ubicada en el Sur del Bronx. Vamos a empezar el periodo de admisiones de nuestra escuela. Aceptamos las solicitudes de los alumnos entrando en el 6º y 7º grado en septiembre de 2013. Le escribimos para pedirles que compartan con los padres de su escuela los folletos sobre nuestras sesiones informativas y las solicitudes para nuestra lotería. Y también, si es posible, que los fijen en las paredes de su edificio. Hemos incluido cinco solicitudes de admisión y dos folletos en color sobre las sesiones informativas (en inglés y español). Los documentos pueden ser copiados, según sea necesario. Sírvanse contactarme si necesitan más documentos para distribuirlos.

Los padres pueden enviar las solicitudes a **la atención de: MOTT HALL CHARTER SCHOOL** – 1260 Franklin Avenue, Bronx New York 10456. Las solicitudes también pueden ser enviadas por fax al [\(718\) 991-9150](tel:7189919150) o ser completadas en línea, a través del sitio web de la escuela – [www.motthallcharterschool.org](http://www.motthallcharterschool.org).

**La fecha límite para mandar las solicitudes de admisión es el 1 de abril de 2013. La lotería tendrá lugar el 12 de abril de 2013.**

Si tienen preguntas sobre los materiales que le hemos mandado o sobre la escuela, sírvanse contactarme al [\(718\) 991-9139](tel:7189919139).

Gracias por su apoyo.

*Karlene Cowan*

Karlene Cowan  
Directora de Operaciones



**Like and Follow Us!**



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

October 9<sup>th</sup>, 2012

Dear Mott Hall Charter School Parent:

To help your child succeed we are offering monthly parent workshops at Mott Hall Charter School. Workshops are free, informative, and we encourage you to attend with your child.

Our first workshop, **Supporting your child's academic success at MHCS**, will be held on **Tuesday, October 23<sup>rd</sup>, from 6-7pm**. Please let us know if you will be coming (and if you require Spanish translation) by calling Kassandra Diaz at 718-991-9139. See below for workshop topics by month. All workshops will be held at Mott Hall Charter School.

We look forward to seeing you soon!

Sincerely Yours,

Bob Lesser  
Executive Director

Topic	Date	Facilitator
<b>1. Supporting your child's academic success at MHCS</b>	<b>October 23<sup>rd</sup>, 6-7:00pm</b>	<b>Geovanti Steward, Principal</b>
2. Improving your child's reading and English	November	Victoria Basantes, Spanish and LaKiesha Meredith, ELA
3. Social and Emotional Learning at MHCS	December	Jessenia Cursio, Director of Social and Emotional Health
4. Using technology to enhance learning	January	George Nathaniel, Technology Teacher
5. Nutrition, health, and fitness for the whole family	February	Josh Salzman, Physical Education
6. Managing Stress, Focus, and Relaxation during test time	March	Narciso Cruz, Yes! Program Director
7. Personal Finance and Saving for College	April	Kevin Kautzman, Financial Planner
8. Fun and free summer Activities for your child	May	Bob Lesser, Executive Director



# MOTT HALL CHARTER SCHOOL

RISE TO THE CHALLENGE

9 de octubre de 2012

Estimados padres de Mott Hall Charter School:

Para apoyar el éxito académico de su hijo/a, ofrecemos talleres para los padres cada mes en Mott Hall Charter School. Los talleres son gratuitos e informativos. Les aconsejamos que participe con su hijo/a.

El primer taller, **Apoyar a su hijo/a para triunfar en MHCS**, esta tendrá lugar el **martes 23 de octubre, de las 6 a las 7 pm**. Si desea venir (y si necesita traducción al español), sírvanse llamar a Kassandra Diaz al 718-991-9139. Más abajo están los temas de los talleres para cada mes. Todos los talleres tendrán lugar en Mott Hall Charter School.

¡Esperamos verlos pronto!

Atentamente,

Bob Lesser  
Director Ejecutivo

Tema	Fecha	Facilitador
<b>1. Apoyar a su hijo/a para triunfar en MHCS</b>	<b>23 de octubre, 6-7:00pm</b>	<b>Geovanti Steward, Principal</b>
2. Mejorar la lectura y el nivel de inglés de su hijo/a	Noviembre	Victoria Basantes, Español y LaKiesha Meredith, ELA <sup>1</sup>
3. Aprendizaje social y emocional en MHCS	Diciembre	Jessenia Cursio, Director de Salud Social y Emocional
4. Usar la tecnología para mejorar el aprendizaje	Enero	George Nathaniel, Tecnología
5. Nutrición, salud y fitness para toda la familia	Febrero	Josh Salzman, Educación Física
6. Gestión del estrés, atención y relajación durante los exámenes	Marzo	Narciso Cruz, Director del programa Yes!
7. Finanzas personales y ahorros para la universidad	Abril	Kevin Kautzman, Asesor Financiero
8. Actividades de verano gratuitas y divertidas para su hijo/a	Mayo	Bob Lesser, Director Ejecutivo

<sup>1</sup> English Language Arts (Lengua y Literatura en Inglés)

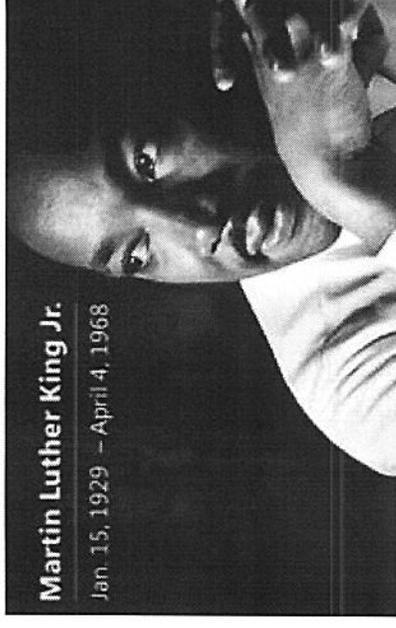
# NO SCHOOL

**Monday,**

**January 21, 2013**

**In observance of**

**Rev. Dr. Martin  
Luther King Jr.  
Day**



## WHY DO WE CELEBRATE REV. DR. MARTIN LUTHER KING JR. DAY?

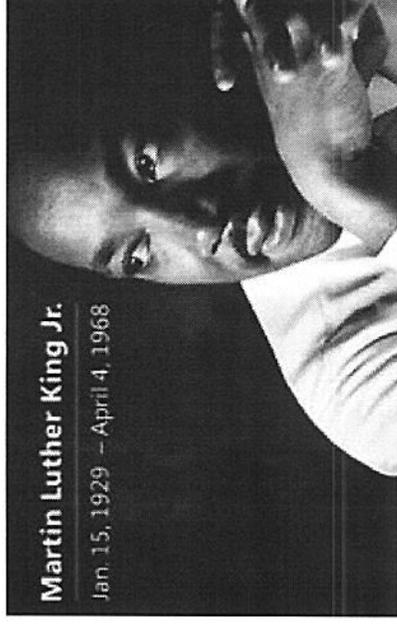
Rev. Dr. Martin Luther King, Jr. Day is a United States federal holiday marking the birthday of Rev. Dr. Martin Luther King, Jr. It is observed on the third Monday of January each year, which is around the time of King's birthday, January 15. King was the chief spokesman for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law. The campaign for a federal holiday in King's honor began soon after his assassination in 1968. Ronald Reagan signed the holiday into law in 1983, and it was first observed on January 20, 1986. At first, some states resisted observing the holiday as such, giving it alternative names or combining it with other holidays. It was officially observed in all 50 states for the first time in 2000.



# NO HAY ESCUELA

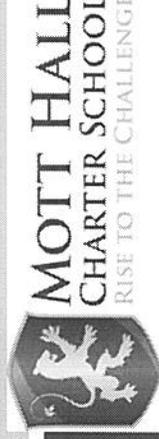
**Lunes**

## **21 de enero de 2013** **en conmemoración del** **Día de Martin** **Luther King Jr.**



### **¿POR QUE CELEBRAMOS EL DIA DE MARTIN LUTHER KING JR.?**

El Día de Martin Luther King, Jr. es un día feriado federal en los Estados Unidos que marca el cumpleaños del Rev. Dr. Martin Luther King, Jr. Se celebra cada año el tercer lunes del mes de enero, alrededor de su cumpleaños, el 15 de enero. Martin Luther King Jr. era el portavoz del activismo pacífico dentro del movimiento de los derechos civiles. Sus protestas en contra de la discriminación racial en las leyes federales y estatales fueron muy exitosas. La campaña para obtener el día feriado federal en honor de Martin Luther King Jr. empezó después de su asesinato en el 1968. El presidente Ronald Reagan firmó una ley en 1983, por la que se creó un día festivo en su honor. Se celebró por primera vez el 20 de enero de 1986. Al principio, algunos estados se opusieron a la celebración del día festivo en sí, llamándolo con otro nombre o combinándolo con otros días festivos. Fue celebrado oficialmente en los 50 estados del país en el 2000.





**MOTT HALL**  
**CHARTER SCHOOL**  
RISE TO THE CHALLENGE

**UPDATE**

June 27, 2013

Dear Parent or Guardian,

I am writing to inform you that at the end of this school year Mr. Steward will be leaving his position as Principal of Mott Hall Charter School to pursue another opportunity allowing him to have broader impact on student achievement.

After a rigorous interview process involving our entire school staff, we have identified our new Principal, Michael Williams, who will continue to create an extraordinary school where every student gets into and succeeds in a top high school.

Mr. Williams is coming to Mott Hall Charter School with more than twenty years of experience as an educator in New York City. He is currently the Assistant Head of School at the Children's Storefront School, a tuition-free private school serving students from Harlem and the South Bronx. Mr. Williams has been at the Storefront for eleven years serving as Assistant Head of School since 2007 and before that as the Head of the Upper School, grades 5-8. Mr. Williams taught middle school ELA, Social Studies, Art and Writing for eleven years in New York City. He holds Masters Degrees from Columbia University and CUNY and a Bachelors Degree from Colgate University.

Mr. Williams will begin at Mott Hall Charter School the week of July 1<sup>st</sup> and Mr. Steward's last day will be July 12<sup>th</sup>. We will be holding a meet-and-greet on **Tuesday, July 2<sup>nd</sup> from 6:00-7:00pm** for you to meet Mr. Williams. Please RSVP by calling Miss Diaz at 718-991-9139 or emailing her at [kdiaz@motthalls.org](mailto:kdiaz@motthalls.org).

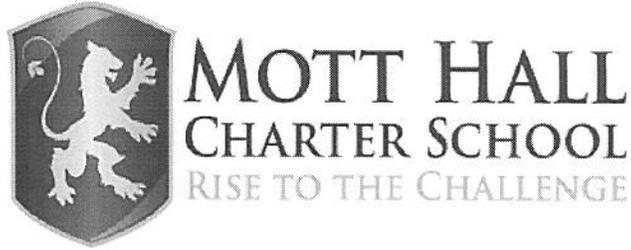
In the meantime, if you have any questions regarding this matter please contact me at 917-526-2746.

I wish you a wonderful summer.

Sincerely Yours,

A handwritten signature in cursive script that reads "Robert Lesser".

Bob Lesser  
Executive Director



## REVISIÓN

27 de junio del 2013

Estimado Padre o Tutor:

Le escribo para informarles que el Sr. Steward estará dejando su posición de Principal de Mott Hall Charter School al final del año escolar, en busca de otras oportunidades que le permitirán tener un mayor impacto sobre el rendimiento académico.

Después de un proceso de entrevistas riguroso en el cual estuvo involucrado todo el personal de la escuela, hemos identificado a nuestro nuevo Principal, Michael Williams. El Sr. Williams continuará creando una escuela extraordinaria donde cada alumno entra y tiene éxito en una de las mejores escuelas secundarias.

El Sr. Williams llega a Mott Hall Charter School con más de veinte años de experiencia como educador en la ciudad de Nueva York. Actualmente, es Asistente Director de la *Children's Storefront School*, una escuela privada y gratuita que sirve a los alumnos de Harlem y del Sur del Bronx. Hace once años que el Sr. Williams está en la escuela *Storefront*, primero como Director de los grados superiores 5-8, y desde el 2007, como Asistente Director. El Sr. Williams ha enseñado inglés, estudios sociales y escritura a alumnos de 11 años en escuelas intermedias en la ciudad de Nueva York. Tiene un Master de *Columbia University* y de *CUNY*, y una Licenciatura de *Colgate University*.

El Sr. Williams empezará en Mott Hall Charter School la semana del primer de julio; el último día del Sr. Steward será el 12 de julio. El **martes 2 de julio de las 6:00 a las 7:00 pm**, vamos a organizar una reunión de "encuentro y saludos" para conocer al Sr. Williams. Por favor, hagan una reservación con la Srta. Diaz por teléfono al 718-991-9139 o por email a [kdiaz@motthallcs.org](mailto:kdiaz@motthallcs.org).

Mientras tanto, por cualquier pregunta sobre este asunto, sírvanse contactarme al 917-526-2746.

Les deseo un verano maravilloso.

Saludos cordiales,

Bob Lesser  
Director ejecutivo

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 29, 2013

Updated Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/5cfde99f801ab06dc7d3b16466a>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Charles Stern

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

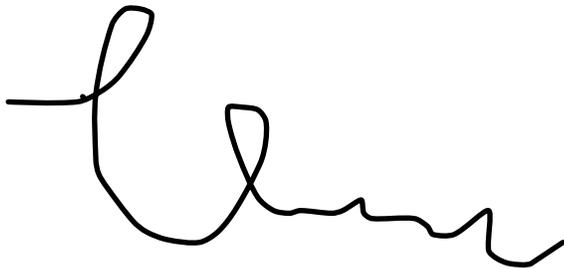
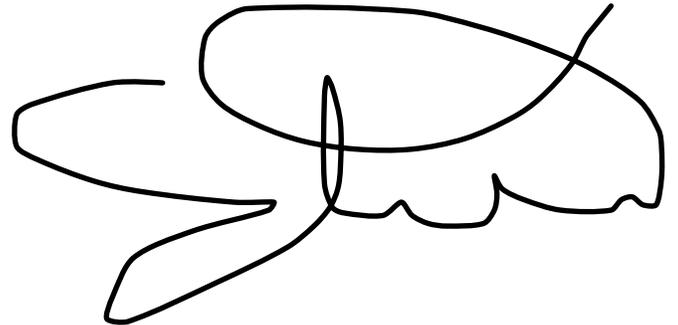
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to be a cursive name.A handwritten signature in black ink, appearing to be a cursive name.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/5bf786257f6ac0c0a3af8213df7>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Brenda Bravo

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

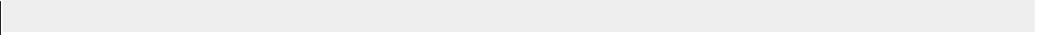
5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

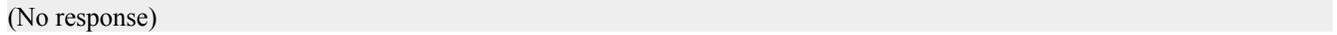
6. \*Daytime Phone Number:

[REDACTED]

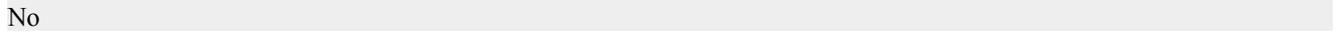
7. \*E-mail Address:

   
8. Select all positions you held on Board:

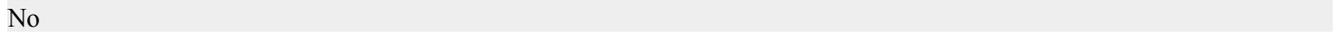
(check all that apply)

  
(No response)

9. Are you a trustee and also an employee of the school?

  
No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

  
No

Page 2

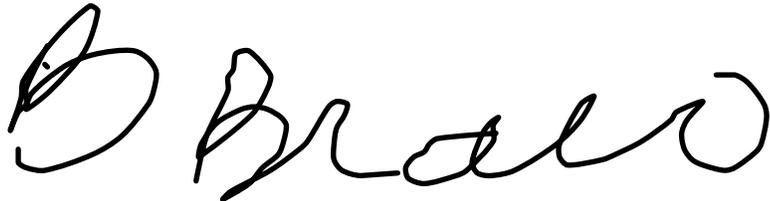
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "B. Brad", written in a cursive style.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/5c5ddd7889b6729d3a9be63227>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Francesca Weindling

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several connected, fluid strokes. The signature starts with a horizontal line on the left, followed by a series of peaks and valleys, ending with a small upward stroke on the right.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ea8c959e64f2eb243e9f788d4ef>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Sarah Calderon

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Chair/President
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Casita Maria Center for Arts and Education	After School Arts Education	5160.48	Sarah Calderon	negotiations done by other staff members
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Handwritten signature or scribble.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3959637612eb6fc5e777af9ab4c>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

David Tinagero

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

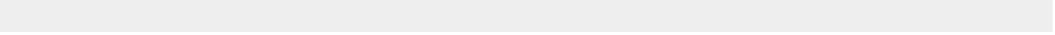
5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

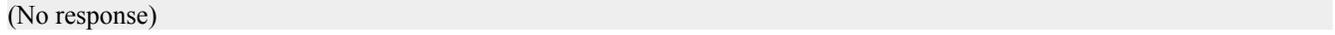
6. \*Daytime Phone Number:

[REDACTED]

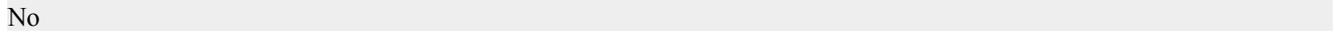
7. \*E-mail Address:

   
8. Select all positions you held on Board:

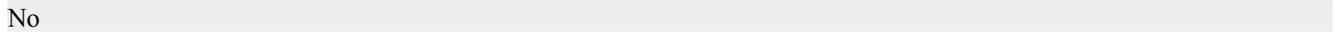
(check all that apply)

  
(No response)

9. Are you a trustee and also an employee of the school?

  
No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

  
No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "T. F. ...", is written across the page. The signature is stylized and spans across the width of the page.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a864fa5e054d838a634602de17>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

xenia cox

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	██████████
4. *Your Home Address:   City/State	██████████
4. *Your Home Address:   Zip	██████

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	██████
5. *Your Business Address   City/State	██████████
5. *Your Business Address   Zip	██████████

6. \*Daytime Phone Number:

██████████

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: trustee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

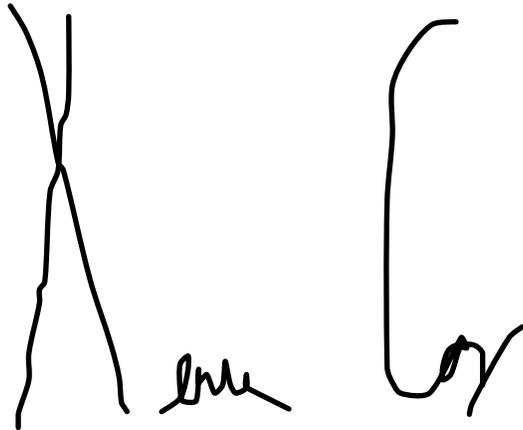
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

The image shows two handwritten signatures in black ink. The first signature on the left is a large, stylized 'X' shape. The second signature on the right is a large, stylized 'L' shape. Both signatures are followed by a smaller, more cursive signature.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/dca81e42b5e1a236688cdec24b>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

peter orozlany

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: board member
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

\_\_\_\_\_

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

Updated Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/45caaad2747d0f42753d508ce4>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Natalie F Thompson

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

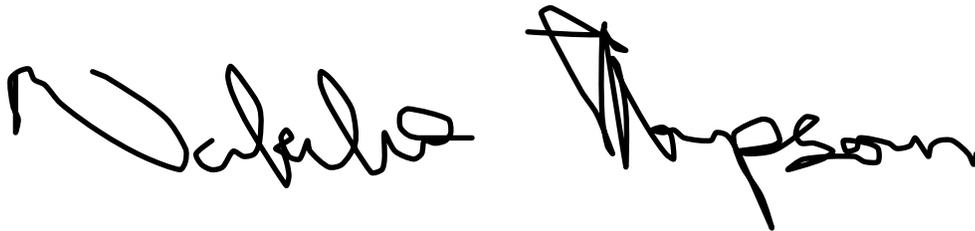
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature on the left is cursive and appears to read 'Debra'. The second signature on the right is also cursive and appears to read 'Morgan'.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, August 02, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/64571648f27ed626d5e6f47339>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Dr. Patrick B.Awosogba

2. Charter School Name:

Mott Hall Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

• /  
• •  
•  
•  
•



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

## **MOTT HALL CHARTER SCHOOL**

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

**June 30, 2013**

# MOTT HALL CHARTER SCHOOL

## Table of Contents

	<u>Page</u>
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Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
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Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11 - 12
Schedule of Findings and Responses	13

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors 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, 2013, and the related statements of activities, functional expenses and cash flows from inception through June 30, 2013, 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 organization'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 organization'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.

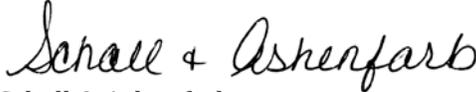
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***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, 2013, and the changes in its net assets and its cash flows from inception through June 30, 2013 in accordance with accounting principles generally accepted in the United States of America.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2013 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 15, 2013

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
AT JUNE 30, 2013**

**Assets**

Cash and cash equivalents (Notes 2b and 2c)	\$278,954
Restricted cash (Note 3)	26,570
Government grants receivable (Note 2f)	4,129
Security deposit	160,000
Prepaid expenses	1,027
Fixed assets, net (Notes 2d and 4)	<u>144,275</u>
 Total assets	 <u><u>\$614,955</u></u>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable and accrued expenses	<u>\$95,652</u>
Total liabilities	<u>95,652</u>

**Net Assets: (Note 2a)**

Unrestricted	<u>519,303</u>
Total net assets	<u>519,303</u>
Total liabilities and net assets	<u><u>\$614,955</u></u>

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF ACTIVITIES  
FROM INCEPTION THROUGH JUNE 30, 2013**

**Unrestricted:**

**Public Support and Revenue:**

Public school district: (Notes 2f and 5)	
Revenue - resident student enrollment	\$ 1,441,167
Revenue - students with special education services	201,022
Subtotal public school district revenue	<u>1,642,189</u>
Government grants	721,335
Contributions and other income	18,827
Total public support and revenue	<u><u>2,382,351</u></u>

**Expenses:**

Program services:	
Regular education	1,053,048
Special education	355,302
Total program services	<u>1,408,350</u>
Supporting services:	
Management and general	390,538
Fundraising	64,160
Total expenses	<u><u>1,863,048</u></u>
Change in net assets	519,303
Net assets - beginning	<u>0</u>
Net assets - ending	<u><u>\$519,303</u></u>

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF FUNCTIONAL EXPENSES  
FROM INCEPTION THROUGH JUNE 30, 2013**

	Program Services			Supporting Services		Total Expenses
	Regular Education	Special Education	Total	Management and General	Fundraising	
Salaries	\$642,784	\$237,774	\$880,558	\$234,161	\$49,748	\$1,164,467
Employee benefits and payroll taxes	122,428	45,288	167,716	44,600	9,475	221,791
Total personnel costs	765,212	283,062	1,048,274	278,761	59,223	1,386,258
Professional fees	46,557	2,364	48,921	78,528	124	127,573
Classroom and teaching supplies	59,056	16,329	75,385			75,385
Student testing and assessment	5,828	1,612	7,440			7,440
Field trips and events	4,265	1,179	5,444			5,444
School meals and lunches	19,216	5,313	24,529			24,529
Student services	22,899	6,331	29,230			29,230
Office expenses	16,641	6,156	22,797	6,748	1,288	30,833
Non-capitalized furniture and equipment (Note 2d)	7,001	1,936	8,937			8,937
Communications and technology	18,417	5,695	24,112	5,609	1,192	30,913
Staff development	48,894	13,519	62,413	4,884		67,297
Recruiting	9,739	2,693	12,432			12,432
Travel	4,300		4,300			4,300
Other expenses	390		390	7,035	427	7,852
Insurance	7,193	2,661	9,854	2,620	557	13,031
Repairs and maintenance	4,178	1,546	5,724	1,522	323	7,569
Depreciation	13,262	4,906	18,168	4,831	1,026	24,025
Total other than personnel costs	287,836	72,240	360,076	111,777	4,937	476,790
Total expenses	\$1,053,048	\$355,302	\$1,408,350	\$390,538	\$64,160	\$1,863,048

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

**MOTT HALL CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
FROM INCEPTION THROUGH JUNE 30, 2013**

<b>Cash Flows from Operating Activities:</b>	
Change in net assets	\$519,303
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation expense	24,025
(Increase)/decrease in assets:	
Restricted cash	(26,570)
Government grants receivable	(4,129)
Security deposit	(160,000)
Prepaid expenses	(1,027)
Increase/(decrease) in liabilities:	
Accounts payable and accrued expenses	95,652
Total adjustments	<u>(72,049)</u>
Net cash provided by operating activities	<u>447,254</u>
<b>Cash Flows from Investing Activities:</b>	
Purchases of furniture and equipment	<u>(168,300)</u>
Net cash used for investing activities	<u>(168,300)</u>
Net increase in cash and cash equivalents	278,954
Cash and cash equivalents - beginning	<u>0</u>
Cash and cash equivalents - ending	<u><u>\$278,954</u></u>
 Supplemental disclosures:	
Interest paid - \$0	
Taxes paid - \$0	

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

**MOTT HALL CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013**

**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 Regents of the University of the State of New York. The School provides a full range of educational services appropriate for kindergarten, first grade and second grade levels. The School completed the 2012-2013 fiscal year with an average enrollment of approximately 100 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 provisional charter by the University of the State of New York, Education Department for a term up through and including December 14, 2016. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education Law.

The School 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 Presentation

The accompanying 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 than when received or paid. All significant receivables, payables and other liabilities have been reflected.

Net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Unrestricted* – represent those resources for which there are no restrictions by donors as to their use.
- *Temporarily restricted* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Temporarily restricted contributions, the requirements of which are met in the year of donation, are reported as unrestricted. The School did not have any temporary restricted net assets at June 30, 2013.
- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The School did not have any permanently restricted net assets at June 30, 2013.

b. 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 excluded.

c. Concentration of Credit

Financial instruments which potentially subject the School to concentration of credit risk consist of cash accounts, which have been placed with a financial institution that management deems to be creditworthy. At year-end and at various points throughout the year, material cash balances were in excess of FDIC insurance levels; however, the School has not experienced any losses from these accounts.

d. 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.

e. Contributions

Contributions are recorded as revenue at the earlier of the receipt of cash or when a pledge is considered unconditional in nature. Contributions are available for unrestricted use, unless specifically restricted by the donor, in which case they are recorded in one of the restricted losses of net assets, depending on the nature of the restriction.

Contributions expected to be received within one year are recorded at their net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discount rate. Conditional contributions received are recorded as liabilities and are recognized as income when the conditions have been substantially met.

f. Revenue – Public School District and Government Grants

Program revenue is recognized based on student attendance using rates established by the School's funding source in the period during which services are provided.

The terms of each government grant are reviewed to determine if they contain traits more closely associated with contributions or exchange transactions. Management has determined that all existing government grants are exchange transactions because they are similar in nature to contracts for service. The difference between cash received and revenue recognized is reflected as government grants receivable or refundable advances.

g. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

h. 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.

i. 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.

j. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. June 30, 2013 was the initial filing, so there are no prior tax periods subject to examination by applicable taxing authorities.

k. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through October 15, 2013, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date through our evaluation date that would require adjustment to or disclosure in the financial statements.

**Note 3 - 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 4 - Furniture and Equipment**

At June 30, 2013, fixed assets consisted of the following:

Furniture, equipment and website at cost	\$168,300
Less: accumulated depreciation	<u>(24,025)</u>
Furniture, equipment and website, net	<u>\$144,275</u>

**Note 5 - Grant Receivable – New York City Department of Education**

Grants receivable consists of the following:

Summary of fiscal year 6/30/13:

Funding based on allowable FTE's	\$1,642,189
Advances received – fiscal year 2012-2013	<u>(1,642,189)</u>
Grants receivable from New York City at 6/30/13	<u>          \$0</u>

**Note 6 – Significant Concentrations**

The School is dependent upon grants from NYCDOE to carry out its operations. For the period from inception through June 30, 2013, approximately 69% of the School's total public support and revenue was received from NYCDOE. If NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

**Note 7- Donated Space**

The School is located in a New York City Department of Education facility and utilizes approximately 7,000 square feet at no charge. The School was unable to determine a value for this service.

**Note 8 - Commitments**

The School entered into a lease agreement for space in Bronx, New York whereby the landlord intends to develop a 6 story building subject to the approval of the School and the New York City Department of Building. The lease is expected to commence on August 1, 2014 and expire on the last day of the 15<sup>th</sup> lease year. The School paid a deposit of \$160,000 to the landlord in connection with this lease. Rent will be determined when the design of the building is finalized.

**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 estimated matching payments of \$11,000 has been included in payroll taxes and employee benefits in the accompanying statement of functional expenses.

**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***

To the Board of Director of  
Mott Hall Charter School

**Report on the Financial Statements**

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, 2013, and the related statements of activities, functional expenses and cash flows from inception through June 30, 2013 and the related notes to the financial statements, and have issued our report thereon dated October 15, 2013.

**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) to determine the 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 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 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.

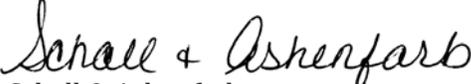
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during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

## **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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

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

  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 15, 2013

**MOTT HALL CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
JUNE 30, 2013**

Current Year:

None

Prior Year:

None – This was the first year of operations and audits had not been performed previously.