

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
FINN ACADEMY: AN ELMIRA CHARTER SCHOOL
610 Lake Street Elmira, New York 14901**

**February 13, 2017
7:00 PM**

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees was called to order at 7:05 PM by Jill Koski.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

	Present	Absent
Jill Koski	<u> x </u>	<u> </u>
Kevin Murphy	<u> </u>	<u> x </u>
Maya Patel	<u> x </u>	<u> </u>
Katie Stowell	<u> x </u>	<u> </u>
Renée Sutton	<u> x </u>	<u> </u>
Lynn Winner	<u> x </u>	<u> </u>
Aimee Ciarlo (ex-officio)	<u> x </u>	<u> </u>
Nichole Bocage (parent representative)	<u> x </u>	<u> </u>
Jenica Drehmer (parent representative)	<u> x </u>	<u> </u>
Martina Baker	<u> x </u>	<u> </u>
Katelin Woods	<u> x </u>	<u> </u>
Lisa Kirisits	<u> x </u>	<u> </u>

IV. WELCOME & MISSION MOMENT

At Finn Academy - An Elmira Charter School, we will engage students deeply in the arts, music, and in daily fitness. We will emphasize the importance of college attendance. We will nurture the character traits of leadership, scholarship, reflection, kindness, perseverance, and aspiration. We will strategically partner with community resources to be a model of best practice in education and to make a measurable difference in student learning. We seek to increase the number of college and career ready students our community launches into a life and a future- by better preparing them for demands and rigor of high school.

Featured presentation: Kindergarten Kindness Challenge and Ronald McDonald House Sock Sale

V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete agenda items
So Moved: Jill Seconded: Lynn In Favor: All
Opposed: None

VI. PUBLIC COMMENT

VII. PARENT REPRESENTATIVES REPORT

Parent representatives Nichole Bocage and Jenica Drehmer report that they have so far not received any e-mails from parents at their e-mail address. However, they have heard from parents that they are thrilled about Kaymbu. Scholar ambassadors, dress down days, learning targets and the high-five system are also topics that parents have raised with the representatives.

Resolution to readdress and approve/amend/add/table/delete agenda so that the governance section is first under section VII Committee Reports.

So Moved: Maya Seconded: Lynn In Favor: All
Opposed: None

VIII. COMMITTEE REPORTS

A. GOVERNANCE

Resolution: That the Board re-appoint/re-elect Trustee Katie Stowell to complete the five-year term vacated by former Trustee Martina Baker.

Resolution: That the Board request a change to its charter from its authorizer, the SUNY Charter Schools Institute, instating an enrollment preference for the children of Finn staff members to attend Finn Academy.

Resolution: To approve all draft minutes of the Board of Trustees dating back to July, 2016, as included in this month's Board packet.

Discussion: School leadership will confirm with CSI whether or not this preference can also apply to board members, and whether or not preference will be afforded to Elmira City School District residents over staff and (potentially board members) who live out of district.

So Moved: Maya **Seconded:** Renee **In Favor:** all
Opposed: none

B. FINANCE

Lisa Kirisits walked the board through the balance sheets for Nov. 2016, Dec. 2016 and Jan 2017. She also introduced a worksheet developed by Finance Chair Renee Sutton to share with teachers for planning budgets for school supplies and expeditions for the next year. Budget is due June 30th to CSI, our authorizer. Lisa is working towards getting a good draft to the board to be approved by the May meeting, which is early enough in the month so that there will be a lot of time to look at it.

Resolution: That the Board authorize the establishment of a new checking account that will serve as an account for Finn Family Crew. The account will follow all fiscal policies and procedures as established for all other Finn Academy bank accounts.

Resolution: That the Board authorize the transfer of funds from the General Operating Fund to the Finn Family Crew account, once established, in the amount of \$4,073.37.

Resolution: That the Board accept the November, December and January Financial Statements as prepared and presented by Kirisits and Associates.

Resolution: That the Board direct all former employees to immediately close all credit card accounts associated with their employment at Finn Academy.

Resolution: That the Board approve the renewal of its annual PowerSchool (student information system) contract in the amount of \$8,000.

So Moved: Renee **Seconded:** Katie **In Favor:** all
Opposed: none

C. ACADEMICS

Concerning future enrollment, class sizes will remain at 18 scholars. A big thing that school leadership and the board will need to think carefully about is how to fit all grades as the school continues to grow into the building. As Jill Koski pointed out, there are a lot of layers to consider.

Resolution: That the Board establish April 6, 2017 at 5:30 p.m. as the date of the enrollment lottery to be held, if necessary, at Finn Academy, 610 Lake Street, Elmira, New York.

Resolution: That the Board authorize a change to the academic calendar for the 2016-2017 academic year, to add February 22, 23, and 24 as days off for scholars; these days shall serve as Professional Learning days for faculty and staff.

Resolution: That the Board approve the expenditure of funds to support a Third Grade Swim Unit at the Elmira YWCA, not to exceed \$1,200.00.

Resolution: That the Board charge the Leadership Team to prepare recommendations for the number of classes in each grade level to be enrolled at Finn Academy in the 2017-2018 academic year, for presentation at the March 2017 meeting of the Board of Trustees.

So Moved: Lynn **Seconded:** Maya **In Favor:** all
Opposed: none

IX. REPORT OF THE INTERIM HEAD OF SCHOOL & LEADERSHIP TEAM

- **Head of School Search Discussion**

The board discussed advertising, involvement of EL school designers, amending job descriptions, and projections about the interview process. The board agreed that engaging parents, community members, some trustees and scholars in the interview process were all good ideas.

ACADEMIC DASHBOARD:

- **Student-Led Conferences**
- **Enrollment Sessions** – 28 applications - 17 for K and small numbers for all the others. Next is on Weds at 5 PM at EOP. People are weekly requesting a pre-K program. A parent suggested creating a Facebook event for enrollment sessions for further networking.
- **EL Education Mid-Year Review** – **This took place with** Stephanie, Ann and the interim regional designer on Jan 23, 2017. Martina Baker, Katelin Woods, Aimee Ciarlo, Theresa Cain, and Kristine Loszynski were all involved: learning walks, reviewed data, scores and areas of growth.
- **Kaymbu Use** – all of our teachers are doing really well with implementing Kaymbu and finding a way to incorporate it into their days.

OPERATIONS DASHBOARD:

- **Elevator Inspection**
- **Lead Test Results**
- **Fire Inspection—new C of O**
- **Asbestos Six Month Surveillance**
- **Facilities Use Requests** – facilities committee to draft a facility use policy.

FISCAL DASHBOARD:

- **Funding from CAM**
- **Title I and Title II Funds** – Title I allowed us a one time pass to recoup money we did not receive last year. Title II will also be awarded.
- **NSLP First Year Visit and Administrative Review;
Reimbursement Submission and Payment**

Lia Navone with assistance from the classroom teachers did a tremendous amount of work to get us ready for this. We were able to submit for reimbursement for Sept. through December, and have received that reimbursement already. Finn is going to start claiming for reimbursement for snack also.

X. PUBLIC COMMENT

XI. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

(1.f. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys: f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;)

Resolution: To return from Executive Session

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

Resolution: To approve retroactive salary increases as discussed during executive session for two staff members due to increased roles and responsibilities.

Resolution: To accept the personnel packet increasing the number of weekly hours for an employee and hiring a substitute teacher effective February 14, 2017.

So Moved: Jill Seconded: Renee In Favor: All

Opposed: None Abstained: Lynn

Resolution: To approve the leave of absence for a Board Member upon receipt of her letter and to empower the board chair to effectuate this change once the letter is received.

So Moved: Jill Seconded: Renee In Favor: All

Opposed: None

Abstained: Lynn

XI. ADJOURNMENT

Resolution to adjourn meeting at: 9:46 PM

So Moved: Maya

Seconded: Lynn

In Favor: All

Opposed: None

DRAFT