

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

**March 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>  x  </u>	<u>      </u>
Maya Patel	<u>  x  </u>	<u>      </u>
Katie Stowell	<u>  x  </u>	<u>      </u>
Renée Sutton	<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>

**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: Trustees Renée Sutton and Katie Stowell: Award Ceremony

**V. APPROVAL OF AGENDA**

**Resolution to amend agenda by removing payroll resolution from the finance section.**

**So Moved: Katie**

**Seconded: Maya**

**In Favor: all**

**Opposed: none**

**VI. PUBLIC COMMENT**

**VII. PARENT REPRESENTATIVES REPORT**

**VIII. COMMITTEE REPORTS**

**A. FINANCE**

**Resolution:** To release the discretionary spending freeze as initiated by the Board of Trustees at its previous meeting on December 30, 2016, and to stipulate that discretionary spending remain in line with the already approved budget.

**Resolution:** To approve the Interim Head of School or Chair of the Board of Trustees to accept the terms presented for payment of outstanding balance to Streeter Associates for services rendered on property at 610 Lake Street, Elmira, NY 14901.

**Resolution:** To approve the Interim Head of School or Chair of the Board of Trustees to accept the terms presented for payment of outstanding balance to Whiteman, Osterman and Hanna, LLC for services rendered.

**Resolution:** To approve the First Amendment to the Lease between Finn Academy: An Elmira Charter School and William Lake Properties, LLC.

**Resolution:** To approve the Interim Head of School and/or Chair of the Board of Trustees to approve and execute the contract between Finn Academy and the Educational Opportunity Program (EOP) to provide meal service for the 2016-2017 academic year.

**Resolution:** To charge the Chief Operations Officer and Chair of the Finance Committee to amend the Finn Academy: An Elmira Charter School Fiscal Policies and Procedures, as appropriate based on current internal procedures.

**Resolution:** To approve the Chief Operations Officer to complete and submit the Discount Purchasing Application for Barnes and Noble.

**Resolution:** To approve the Assessment Scoring Proposal for the 2016-2017 School Year New York State Examinations, from Educational Vistas, Inc., in the amount of \$2,681.00.

**Resolution:** To approve the change of signature authority on all Five Star Bank accounts under the direction of the Chief Operations Officer and the Chair of the Finance Committee.

**Resolution:** To approve the Interim Head of School, Chief Operations Officer, and/or Chair of the Board of Trustees to apply for a Business Line of Credit from Five Star Bank.

**Resolution:** Approval of purchases for expedition and classroom support for the remainder of the 2016-2017 academic year not to exceed budgeted line item totals for the current fiscal year.

**So Moved:** Renee

**Seconded:** Katie

**In Favor:** All

**Opposed:** None

## **B. ACADEMICS**

- **New Business: 2017-2018 Enrollment Recommendations  
Elmira College Spring Term Field Work**

**Resolution:** To approve the proposed enrollment configuration as presented by the Leadership Team for the 2017-2018 academic year.

**Resolution:** To approve the expiration of the 2016-2017 waiting list for enrollment at the conclusion of the current academic year.

**Resolution:** To approve a potential partnership with Elmira College to support their spring field work experience.

**Resolution:** To approve the drafting of a policy to support the opportunity for teaching staff to attend professional conferences within their fields, during the academic year, with a portion funded by Finn Academy to be approved by resolution of the Board of Trustees.

**So Moved:** Renee

**Seconded:** Jill

**In Favor:** All

**Opposed:** None

**C. GOVERNANCE**

**Resolution:** To amend the Finn Academy: An Elmira Charter School Freedom of Information Law (FOIL) policy documentation.

**Resolution:** To amend the February 13, 2017 meeting minutes as presented.

**Resolution:** To amend the resolutions regarding personnel items from the January 4 and 9, 2017 meetings of the Board of Trustees, pending advisement by legal council and to empower the Board Chair to effectuate these changes.

**Resolution:** To ratify all previous resolutions either moved or seconded by a recently appointed member of the Board of Trustees from July 2016 through February 2017.

**Resolution:** To accept the Finn Academy Toy Policy as presented.

**So Moved:** Maya      **Seconded:** Renee      **In Favor:** All  
**Opposed:** None

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

**X. PUBLIC COMMENT**

**XI. EXECUTIVE SESSION**

**Resolution:** To move into Executive Session for purpose 1.f (below) and to invite Aimee Ciarlo, Katelin Woods, and Martina Baker into executive session.

**So Moved:** Maya      **Seconded:** Kevin      **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: Renee**

**Seconded: Jill**

**In Favor: All**

**Opposed: None**

**Resolution:** To approve the personnel packet, as presented in Executive Session.

**So Moved: Renee**

**Seconded: Maya**

**In Favor: All**

**Opposed: None**

**XI. ADJOURNMENT**

**Resolution to adjourn meeting at: 9:30 PM**

**So Moved: Maya**

**Seconded: Katie**

**In Favor: All**

**Opposed: None**