

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

**7:00 PM
September 14, 2015**

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees was called to order at 7:15 p.m. by Trustee Baker.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

	Present	Absent
Martina Baker	__X__	_____
Jill Koski	__ X__	_____
Kevin Murphy	_____	__ X__
Bill Lake	_____	__ X__
Ada Robinson-Perez	__X__	_____
Katie Stowell	__X__	_____
Renee Sutton	__X__	_____
Lynn Winner	__X__	_____
Maggie Thurber (ex-officio)	__X__	_____

III. APPROVAL OF AGENDA

Trustee Baker made a motion to approve the agenda with the following changes: Change the Agenda Title to "Regular Meeting" and add committee reports after Head of School report. The motion was seconded by Trustee Sutton and unanimously approved.

IV. CONSENT ITEMS

Approval of Contract with Fire Alarm Service Technology, INC. for \$1,788.00 to provide annual basic fire alarm monitoring and two inspections billed at \$744 (50%) up front with an additional 50% due after each inspection.

Approval of Contract for shredding @ \$40 per bin, and \$15 per additional bin, with Southern Tier Industries.

Approval of CPR/First Aid/AED Training @ \$870 and the purchase of two AED's.

Approval to purchase opening school and building supplies to include shelving, cleaning supplies and materials, filing cabinets, office tables and chairs, curriculum supplies and materials, tools, hardware, painting supplies, trash cans and bags, locking cabinets for nurse office, etc., at SAM's Club, Walmart, Target, Staples, and Lowe's, at best available prices, using purchase orders where possible.

Approval of Contract with Peters Supply for Cleaning Supplies.

Approval to enter into contract with Micro Solutions for set up of server and network for secure email exchange and educational licensing of software @ \$2720, and to provide monthly troubleshooting, backup, and virus monitoring @ \$1810 monthly.

Approval of contract with Swarthout Recycling to provide dumpsters and to continue trash removal from premises.

Approval of contract with Doug's Landscaping to provide snow removal/plowing at \$4500 for full season (with salt) and landscaping/mowing @ \$240/time.

Approval of purchasing office and school supplies from School Specialty.

Approval of additional/corrected items from Hertz Furniture @ \$4978.

Approval to open line of credit with Wegmans for \$5000 for snack purchases.

Approval for cleaning contract with ServePro of \$36,000.

Approval to add painting and basic repairs of necessary items (fixtures, ceiling tile, plumbing) to Streeter.

Approval of adding vehicle coverage to liability policy with Swan & Sons.

Approval of service to remove bee hive and hornet nests from premises – Cicora Pest Removal, not to exceed \$500. Ongoing monitoring to be arranged as needed.

Approval to establish escrow account at \$500 with Morpho Trust, for fingerprint clearance.

Approval to pay Charter Asset Management in accord with promissory note September payment.

Approval to pay 10 days per diem professional development to staff for pd bootcamp beginning on July 27, 2015.

Trustee Sutton made a motion to approve the consent items listed above, which was seconded by Trustee Baker and unanimously approved.

V. HEAD OF SCHOOL REPORT

Fiscal Dashboard – Payroll funds have been moved into payroll account.

Operations Dashboard – School districts are bussing students in the morning and Finn Academy’s contracted bus service takes scholars home. Approximately 120 scholars use the bus.

The school passed health inspection

The school is providing meals and snacks at its own expense.

Enrollment for next year will begin in October.

We are the only upstate Charter School with an autism room.

Academic Dashboard – 3rd grade is off to a strong start, 1st grade is strong as well. Kaitlin Woods will move into literacy and STREAM instruction.

VI. COMMITTEE REPORTS

Recruitment for additional members of the Board of Trustees was discussed. An academic committee will be created. Election of officers may be held next June. A non voting parent representative will be recruited to the Board of Trustees as well.

IX. PUBLIC COMMENT PERIOD

There was no public comment

VII. EXECUTIVE SESSION

Trustee Baker made a motion to move into Executive Session to discuss purchase or sale of real estate, which was seconded by Trustee Perez and unanimously approved.

Following Executive Session, Trustee Baker made a motion to move back into regular session which was seconded by Trustee Perez and unanimously approved.

X. PERSONNEL

Resolution for:

Approval of newly established position – ½ time self-contained special class aide/Assistant Teacher/1/2 time business clerk @ \$25,000.

Recommended hiring of Christy Strobel, conditional upon fingerprint clearance.

Approval of 40 hour 1:1 aide as per IEP @ \$25,000.

Recommended hiring of Tina Butler, conditional upon fingerprint clearance.

Trustee Koski made a motion to approve the personnel packet as presented, which was seconded by Trustee Perez and unanimously approved.

XIIV. ADJOURNEMENT

Trustee Baker made a motion to adjourn the meeting at _____ which was seconded by Trustee Stowell and unanimously approved.

Respectfully submitted: Secretary Jill Koski 10/9/15