

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

**7:00 PM  
December 5, 2016**

**I. CALL TO ORDER**

The Special Meeting of the Board of Trustees was called to order at 7:15 p.m. by Jill Koski

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

	Present	Absent
Jill Koski	__x__	_____
Kevin Murphy	_____	X_____
Renee Sutton	__x__	_____
Maya Patel	__x__	_____
Katie Stowell (via telephone)	x	_____
Lynn Winner	x	_____
Maggie Thurber (ex-officio)	x	_____
Lisa Kirisits (via telephone)	X	
Martina Baker	X	
Mark Rustici	X	

**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.

**V. APPROVAL OF AGENDA & MINUTES**

**Resolution:** To adopt/**amend**/delete/add items to agenda by moving the Head of School Report to after the Budget Discussion.

**So Moved:** Lynn    **Seconded:** Renee    **In Favor:** All    **Opposed:** None  
**Abstaining:** None    **Passed:**

**Resolution:** To adopt/**table** (dates) minutes (as presented/amended).

**So Moved:**    **Seconded:**    **In Favor:**    **Opposed:**    **Abstaining:**    **Passed:**

Resolution to adopt minutes tabled until Board members have a chance to review them.

**VI. BUDGET**

Prospective Budget Adjustments

Conference Call with Lisa Kirisits, of Kirisits & Associates

Lisa Kirisits walked the board through balance sheets line by line to explain the nature and origin of the current financial situation at Finn. Finn is at maximum enrollment, which Lisa views as a very good thing. Lack of Title 1 funding from first year of operation is hurting our financial situation. Maggie believes that lost income can be recouped when the grant for Title 1 funding is filed this year. Having spent the CSP grant in its entirety, but finding it in this year's budget, was also a major problem. Many lines are already over budget for the fiscal year – instructional, administrative. Food and transportation are other major costs. The main message here is that the school is already overbudget by a significant amount, Lisa is concerned about this trajectory, and the trajectory is accelerating.

Further discussion involved communicating with vendors and setting up a plan for that, and recasting the budget with changes Renee asked for but were not made. Renee expressed concerns that she called for particular changes at a meeting with Lisa on November 11, and that these balance sheets did not reflect those changes. The board also discussed the intercept for last year's deficit in per pupil revenue, and potential legal costs of pursuing the district for transportation reimbursement. An open question is who will be the point person to pursue moneys and services owed with the ECSD?

Lisa recommended eliminating certain positions with higher salaries to do the least amount of damage to those who remain.

**Resolution:** To adopt/**table** budget proposal as presented/amended.

**So Moved:      Seconded:      In Favor:      Opposed:      Abstaining:      Passed:**

Resolution to adopt budget proposal was tabled until the January Board meeting, pending information requested from Kirisits.

**Resolution:      To move into Executive Session for purpose 1.f (below) and to invite the accountants to join Executive Session.**

**So Moved: Renee      Seconded: Jill      In Favor: All      Opposed: None      Abstaining: None      Passed:**

- (1. 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 leave Executive Session.**

**So Moved: Lynn      Seconded: Renee      In Favor: All      Opposed: None  
Abstaining: None      Passed:**

## **VII.      PERSONNEL**

### **HEAD OF SCHOOL REPORT**

#### **Governance**

- A. Distribution & Signature of Code of Ethics Attestations**
- B. Distribution of Charter Documents**
  - 1. Bylaws**
  - 2. Code of Ethics**
  - 3. Fiscal Policies & Procedures**
  - 4. Governance**
  - 5. Open Meetings Law Guidance**
  - 6. Personnel**
  - 7. Personnel Policies**
  - 8. Whistleblower Policy**

**Resolution to accept the personnel packet, naming Assistant Teacher Kayla Fivie as Special Education Teacher effective December 5, 2016 and to approve leave(s) for staff member, as requested.**

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

Board discussed paying 100% of the premium of the employee's health plan which would cost an additional \$3,600 starting in January, the hope that Streeter and associates will update the school's fire alarms, a recent security audit that cost \$14,000, funding the Pop plan (\$1600 fee) that allows employees to take a pre-tax write-off. The board tabled the discussion of continuing extended day (costing approximately \$36,000) until the January meeting of the Board. The board also discussed borrowing \$50,000 from CAM and \$30,000 from payroll to cover accounts payable. The board also discussed seeking proposals from area firms for a new accountant.

**Resolution to continue to pay employees' current insurance premium of \$500, to ratify borrowing \$50,000 from Charter Assets Management, to borrow \$30,000 from payroll to cover accounts payable, and to adopt the Pop Plan for a fee of \$1,600.**

**So Moved: Maya      Seconded: Jill      In Favor: All      Opposed: None**  
**Abstaining: None      Passed:**

**VII. PUBLIC COMMENT PERIOD**

**IX. FUTURE AGENDA ITEMS**

The Board considered items for future Board Meeting Agendas.

**X. ADJOURNMENT**

**Motion to adjourn.**

**So Moved: Jill      Seconded: Renee      In Favor: All      Opposed: None**  
**Abstaining: None      Passed:**

The meeting was adjourned at: 11:40 PM.