

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

**August 7, 2017
7:00 PM**

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees was called to order at 7:15 PM by Kevin Murphy.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

	Present	Absent
Jill Koski	_X_	_____
Kevin Murphy	_X_	_____
Maya Patel	_____	_X_
Katie Stowell	_X_	_____
Renée Sutton	_X_	_____
Lynn Winner	_X_	_____
Nichole Bocage (parent representative)	_X_	_____
Jenica Drehmer (parent representative)	_X_	_____
Martina Baker (ex-officio)	_X_	_____
Aimee Ciarlo (ex-officio)	_X_	_____
Katelin Woods (ex-officio)	_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.

Featured presentation: Summer Session

V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete agenda items Katie moved, Renee second all in favor

VI. PUBLIC COMMENT

VII. PARENT REPRESENTATIVES REPORT

- Questions about phone calls in the office, if the position will be filled for someone to answer and greet at the door; positive feedback after the Town Hall meeting; Kaymbu policy so there is consistency in siblings receiving messages; SPCA donations in honor of our school nurse's son was overwhelming.

VIII. COMMITTEE REPORTS

J

A. GOVERNANCE

NEW BUSINESS

Resolution:

Re-appoint/re-elect Trustee Sutton to a three year term of the Board of Trustees.

So Moved: Jill **Seconded:** Kevin **In Favor:** All
Opposed: None

Re-appoint/re-elect Trustee Winner to a three year term of the Board of Trustees.

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

Resolution: To approve the draft minutes from the July 10, 2017 meeting of the Board of Trustees.

Resolution: To approve the Attendance Policy for scholars for the 2017-2018 academic year, for inclusion in the Family Handbook; and to empower the Finn Leadership team to make additional and necessary changes to said policy as the need arises throughout the academic year.

Resolution: To approve the Transportation Policy for scholars for the 2017-2018 academic year, for inclusion in the Family Handbook; and to empower the Finn Leadership team to make additional and necessary changes to said policy as the need arises throughout the academic year.

Resolution: To approve the Electronic Device Policy for scholars for the 2017-2018 academic year, for inclusion in the Family Handbook; and to empower the Finn Leadership team to make additional and necessary changes to said policy as the need arises throughout the academic year.

Resolution: To approve the Discipline Policy for scholars for the 2017-2018 academic, for inclusion in the Family Handbook; and to empower the Finn Leadership team to make additional and necessary changes to said policy as the need arises throughout the academic year.

Resolution: To approve the Family Handbook for dissemination for the 2017-2018 academic year; and to empower the Finn Leadership team to make additional and necessary changes to said Handbook as the need arises throughout the academic year.

Resolution: To approve revisions to the Finn Academy Complaint Policy, naming Dean of Scholars as the recipient of formal complaints presented to the school.

Resolution: To approve the holiday calendar for Finn Academy staff for the 2017-2018 academic year.

So Moved: Katie **Seconded:** Kevin **In Favor:** All
Opposed: None

Discussion included adding phone numbers and general email information in the handbook.

B. ACADEMICS

Resolution: To approve NWEA as the assessment tool for scholars for the 2017-2018 academic year.

So Moved: Lynn

Seconded: Renee

In Favor: All

Opposed: None

C. FINANCE

Resolution: To transfer existing banking relationship from Five Star Bank to Chemung Canal Trust Company; this includes transfers of General Operating, Payroll, Finn Family Crew Fundraising, and Dissolution checking accounts; and to create new signature cards at the bank granting signature privileges to the Trustees and staff members who currently hold signature authority at Five Star Bank.

Resolution: To authorize COO to open a line of credit with Chemung Canal Trust Company in the amount of \$150,000; to authorize COO, Finance Chair, and Board Chair to have signature authority on the line of credit.

Resolution: To authorize COO and CFO to open Business Credit Card accounts with Chemung Canal Trust Company totaling a line of credit of \$10,000, and authorizing members of the Leadership Team—Martina Baker, Aimee Ciarlo, and Katelin Woods—to be authorized users on the account.

Resolution: To approve COO and CFO, in conjunction with the Finance Chair, to work with Chemung Canal Trust Company, to implement and execute a retirement plan for Finn Academy employees, and to empower them to write and execute the plan documents and place a two (2) percent employer contribution in eligible employee accounts.

Resolution: To approve the contract with Center for Responsive Schools, Inc. to provide the Introduction to Responsive Classroom professional learning opportunity for staff, in the amount of \$2,400.

Resolution: To approve the COO, in conjunction with CFO and Finance Chair, to secure and execute agreement with transportation company to provide afternoon transportation for the 2017-2018 school year.

Resolution: To approve execution of contract with NWEA for scholar assessments for 2017-2018 academic year.

Resolution: To approve the purchase order for all Expedition Materials from Open Up Resources

in support of ELA expedition materials for the 2017-2018 academic year in the amount of \$44,888.18.

Resolution: To approve the purchase order and requisition request to the Elmira City School District to purchase ELA expedition materials from Open Up Resources for the 2017-2018 academic year in the amount of \$13,214.12.

Resolution: To approve the purchase of books from Amazon in the amount of \$1,716.46 to be used for the Professional Learning of staff members for the 2017-2018 academic year.

Resolution: To approve the proposal from LunchTime software in the amount of \$3,195.00 to purchase and execute a Point of Sale system for use in administering the NSLP School Breakfast and Lunch programs.

Resolution: To approve the proposed meal prices for qualifying reduced and paid scholars for the 2017-2018 academic year, in accordance with the guidelines set forth by the National School Breakfast and Lunch programs, at the rates of \$0.25 for breakfast and lunch reduced price; \$1.25 for full pay breakfast; and \$3.75 for full pay lunch; and to empower the COO, in conjunction with the CFO and Food Service Director, to adjust these rates if necessary in order to retain compliance with the National School Breakfast and Lunch programs.

Resolution: To approve the COO and Food Service Director, in conjunction with the CFO and Finance Chair, to secure and approve bid for food service for the 2017-2018 academic year.

Resolution: To approve the COO, in conjunction and with advisement from MicroSolutions IT consultants, to purchase computers for new staff members for the 2017-2018 academic year, in an amount not to exceed the amount budgeted for computer hardware.

Resolution: To approve the COO, in conjunction and with advisement from MicroSolutions IT consultants, to purchase scholar computers for the 2017-2018 academic year, in an amount not to exceed the amount budgeted for scholar computer hardware.

Resolution: To approve the COO, in conjunction and with advisement from MicroSolutions IT consultants, to utilize per pupil funding provided by the Elmira City School District, to purchase scholar computers for the 2017-2018 academic year, in an amount not to exceed the amount provided by ECSD.

Resolution: To approve the purchase of kitchen equipment from Sam's Club not to exceed an amount of \$1,500.

So Moved: Renee

Seconded: Katie

In Favor: All

Opposed: None

IX. REPORT OF THE LEADERSHIP TEAM

X. PUBLIC COMMENT

XI. EXECUTIVE SESSION

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

So Moved: Jill **Seconded:** Renee **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: Katie **Seconded:** Lynn **In Favor:** All

Opposed: None

Resolution: To approve the personnel packet as presented and hire new staff for the 2017-2018 academic year.

Resolution: To accept the resignations of three (3) employees, effective June 23, 2017 and August 4, 2017.

Resolution: To create two new positions for the 2017-2018 academic year—Recess Aide and Transportation Aide.

Resolution: To approve a requested maternity leave for employee, beginning on October 16 through December 12, 2017.

Resolution: To accept all of the personnel packet as presented.

Moved: Renee **Seconded:** Kevin **In Favor:** All

Opposed: None

XI. ADJOURNMENT

Resolution to adjourn meeting at: 8:08

So Moved: Kevin

Seconded: Katie

In Favor: All

Opposed: None