

**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  
January 9, 2017**

**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	_X_____	_____
Kevin Murphy	_X_____	_____
Maya Patel	_X_____	_____
Katie Stowell	_X_____	_____
Renée Sutton	_X_____	_____
Lynn Winner	_X_____	_____
Aimee Ciarlo (ex-officio)	_X_____	_____
Nichole Bocage (parent representative)	_X_____	_____
Jenica Drehmer (parent representative)	_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: Elks Club Donation of Dictionaries to 3<sup>rd</sup> and 4<sup>th</sup> Grade Scholars**

**V. APPROVAL OF AGENDA**

**Resolution to approve/amend/add/table/delete agenda items**

**So Moved:** Katie Stowell **Seconded:** Jill Koski

**In Favor:** all  
**Opposed:** none

**VI. PUBLIC COMMENT**

**VII. PARENT REPRESENTATIVES REPORT**

**VIII. COMMITTEE REPORTS**

**A. FINANCE CONSENT ITEMS**

Resolved, that upon the recommendation of the Board's accounting firm and legal counsel, that the following are approved and ratified, and supersede any prior conflicting resolutions with respect to the proposed budget and personnel changes:

That Budget Scenario #5 is approved, with the following changes:

-line 115 of the Schedule of Salaries is not approved and that position will remain unaltered

-line 117 of the Schedule of Salaries is approved not to exceed \$4,970

-lines 122 and 123 of the Schedule of Salaries is not approved and those positions will remain unaltered

-line 126 of the Schedule of Salaries is not approved

-line 134 of the Schedule of Salaries is not approved

-lines 135 and 138 are approved to reduce each position's annual salary to \$60,000, with the balance of the gross salary to be paid out on the regular pay schedule beginning January 31, 2016

-Line 66 of Budget Scenario 5, presented January 3, 2017, is to be negotiated to \$60,000 or what is practicable

-Line 83 of Budget Scenario 5, should not reflect an additional \$5,000 payment of interest in the current school year.

That in passing these resolutions, the Board Chair, Finance Committee Chair, Interim HOS, and Chief Operating Officer, be and hereby are, authorized to work with such external consultants and internal personnel to effectuate these resolutions, including but not limited to drafting and entering separation agreements, revised employment contracts, COBRA notices, revised Pay Schedule Notices, revised cash flow forecast, or any other actions necessary to effectuate these resolutions effective January 5, 2017.

Resolved, that the Chief Operating Officer and the Finance Committee Chair, in consultation with Kirisits and Associates, be and hereby are, authorized to enter into negotiations with CAM to either restructure current liabilities or to repay and borrow funds not to exceed \$200,000 in principal, with repayment terms to begin in July 2017 as reflected on line 94 of Budget Scenario 5.

**Resolution:** That the Board authorize per diem payments for meals and travel for Krissy Loszynski and Kristen Kramarik, who are traveling to Denver for the EL Primary Literacy National Institute, in the IRS approved amount, and that it authorize the use of the debit card to secure payment of room.

**Resolution:** That the Board approve the change of signature privileges for the General Operating Fund account, Payroll Account, and Dissolution account that exist at Five Star Bank, and that the Board approve a change to require two signatures on all checks written from any of said accounts.

**Resolution:** That the Board approve the transfer of funds from the General Operating Fund to the

Payroll account in order to cover payroll expenses through February, 2017.

**Resolution:** That the Board authorize standing purchase orders to Kecks, Maines, Instawhip, Wegmans, Sam's Club, and/or Sysco not to exceed \$2,500.00 for the purchase of food and food service items.

**Resolution:** That the Board authorize standing purchase orders to Treu's, Sam's Club, and/or Staples not to exceed \$500.00 for the purchase of office supplies and paper.

**Resolution:** That the Board authorize a purchase order to Streeter & Associates and United Fire systems to coordinate required repairs/replacements/inspections as indicated by the Fire Inspection performed in November 2016.

**Resolution:** That the Board authorize the proposal from Link Associates to perform a visual inspection of the school facility, as required by AHERA provisions, not to exceed \$810.00.

**Resolution:** That the Board accept the (anticipated Jan 2017) Hartford's audit report of workers compensation insurance premium and acknowledge any additional premium to be withdrawn by EFT.

**Resolution:** That the Board authorize payment of Verizon, NYSEG, and Excelsus by EFT, overseen in accordance with Internal Control Policy, by Kirisits & Associates, CPA's, as needed.

**Resolution:** That the Board accept a grant in the amount of \$10,000, from the Community Foundation to support expedition support in accord with the grant application made on behalf of Finn Academy.

**Resolution:** That the Board authorize billing at the per pupil rate to resident districts for textbooks, computer hardware, library, and curriculum materials.

**Resolution:** That the Board authorize the purchase of science materials to enable effective instruction in preparation for the 4<sup>th</sup> grade examination in Science Ward's® NY's Grade 4 Science Performance Test Kit in the amount of \$369 plus tax and any applicable shipping charges.

**Resolution:** That the Board authorize a purchase order for math workbooks from Jump Math in the amount of tbd.

**Resolution:** That the Board authorize a purchase order for expedition texts and module materials for all grade levels in the amount of tbd from tbd.

<b>So Moved:</b>	<b>Katie Stowell</b>	<b>Seconded:</b>	<b>Lynn Winner</b>	<b>In Favor:</b>	<b>all</b>
				<b>Opposed:</b>	<b>none</b>

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

**ACADEMIC DASHBOARD:**

- **Report Cards**
- **Reading Intervention Progress**
- **Scholar-Led Conferences**
- **Enrollment Sessions**

**OPERATIONS DASHBOARD:**

- **Boiler Operation**
- **AHERA/Fire Inspection**
- **Facilities Use Requests**

**FISCAL DASHBOARD:**

- **Payments from Host Districts**
- **A/P**
- **Changes to Bank Signature Cards**

**X. EXECUTIVE SESSION**

**Resolution: To move into Executive Session for purpose 1.f and 1. h (below) and to invite school leaders, Amy Ciarlo, Katelin Woods, and Martina Baker to join.**

**So Moved: Maya Patel    Seconded: Lynn Winner    In Favor: All  
Opposed: None**

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;)

h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

**Resolution: To return from Executive Session.**

**So Moved: Jill Koski    Seconded: Renee Sutton    In Favor: All  
Opposed: None**

**Resolution: That the Board enter in to a personnel resolution regarding the termination of employment of the Head of School.**

**Resolution: That the Board enter in to a personnel resolution regarding the separation of employment of two teaching staff members.**

**So Moved: Jill Koski    Seconded: Renee Sutton    In Favor: All  
Opposed: None**

**XI. PUBLIC COMMENT**

**XII. ADJOURNMENT**

**Resolution to adjourn meeting at 9:15 PM**

**So Moved: Maya Patel**

**Seconded: Jill Koski**

**In Favor: All**

**Opposed: None**