

**Minutes of the Governance Committee Meeting
The Board of Trustees
Finn Academy: An Elmira Charter School**

610 Lake Street Elmira, New York 14901

**May 22, 2019
4:30 PM**

Present: Katie C., Katie S., Maya, Jeremy, Martina, and Aimee

1. Policies

Aimee shared 3 new policies with the committee for approval:

- Fingerprint/Clearance Policy – though these procedures have been followed for each employee and volunteer, they have not been codified into policy. The committee discussed how many hours of volunteer service would require fingerprinting and settled on 15 hours.
- Expedition Celebration and Performance Attendance Policy
- Acceptable Use Policy for Network and Internet

Aimee also suggested edits to the existing Finn Academy Retention Policy so that the decision to retain a scholar in her or his current grade level for the next school year is ultimately that of school leadership, rather than the RtI team. This change does not remove consideration of recommendations from the parents, teachers, or other members of the RtI team.

2. Leadership evaluations: scheduling

Evaluations of the school leaders will take place during the interim between the end of the spring term in June and the beginning of summer session in July. The evaluations will be scheduled individually for each leader according to their schedule/availability.

3. SUNY feedback summary

The committee discussed SUNY's concern regarding organizational capacity, specifically that the number of staff is becoming too large for leadership to adequately observe, provide feedback, and evaluate while attending to all the other duties of school leadership.

- The committee discussed hiring as a part-time consultant in the short term, an individual who can help leadership manage these tasks and the committee charged leadership with thinking about what they would look for in such a consultant, what kinds of qualifications, and specific work this individual would do once hired. We believe that it will be important for the Fall 2019 SUNY visit to demonstrate that we have an agreement with a consultant, who that person is, and what that consultant's responsibilities are.

- The Governance committee charged the Finance committee to work with Lisa Kirisits to find the funds in the current budget to support the hire of an academic consultant for the 2019-2020 school year. The Finance committee is expected to meet before the next board meeting.
- The committee also discussed hiring a full-time academic leader for the longer term. The current budget cannot support this position for 2019-2020. The committee charged leadership with thinking about how this position would fit into the organizational structure, what this leader's role would be (elementary or middle school?), qualifications, time-line for hiring, etc. We believe that it will be important for the long-term success of the school to have an academic leader specializing in grades K-5 and another in grades 6-8.

4. Crew survey: editing and scheduling

Maya circulated a copy of the crew survey from Summer 2018 for edits and other suggestions for improvement. The survey will be revised for the Spring 2019 and sent out to all staff electronically during summer session. The survey will continue to be anonymous, but the software will keep track of which e-mails have not yet responded so that we can target just those individuals when making a second and third request to complete the survey.

5. Other business