Governance Committee Meeting Minutes

Thursday, October 7, 2021

4:00 pm

Finn Academy Mission: At Finn Academy, a K through 6 charter school, we promote an inclusive, rigorous, and nurturing environment to best prepare our children for their future and to cultivate a community of scholars, leaders, and friends.

Governance Chair: Katie Coletta
Governance Members (Board): Jill Koski, Katie Stowell, Maya Patel, Cynthia Raj

Present: Katie Coletta, Jill Koski, Katie Stowell, Maya Patel, Cynthia Raj, Ryan Dunlap, Martina, Aimee

1. Welcome & Attendance

2. Enrollment Update

- Current #'s for 2021-2022 school year – at 366 scholars, a little bit below what we had budgetted for. Some scholars shifted out due to the continued rise in COVID to homeschool, some families have moved out of the area. We did loose s small number of Elmira Heights residents because their middle school starts at 6th grade. We lost only 1 potential 6th grader to ASMS. Enrollment is pretty solid in most grade levels.

3. Staff-facilitated COVID Testing Discussion

Finn will be starting a program of preventative/diagnostic testing sponsored by the state and administered through BOCES. The school is still following protocols - if you have symptoms stay home and get tested. Aimee and Martina will participate in training for symptomatic testing of scholars who present with symptoms during the day. Testing is a huge concern because local systems are completely overwhelmed, leading to delays in results getting back for scholars and for staff. The program is no cost to Finn. Health dept got a big grant for the whole county

4. Policy Review

- Practicum Policy for Staff

This policy was developed by and presentation by Ryan Dunlap, who is in his 4th year at Finn and 2/3 of the way done with doctorate in ed systems administration. The policy includes a lLeave of absence amendment for working on coursework and a credit bank for student teachers

5. Review of Job Descriptions

- CAO – The committee recommend a position that reports to existing school leadership rather than to the board of trustees and suggested the title of academic director. The committee feels that a new administrator with no prior knowledge of the workings and culture of Finn Academy needs oversight. The academic directory serves as the leader of Finn's instructional team and reports to the current school leadership.

- Coordinator of Special Education and Interventions – Theresa is reviewing the current job description and modifying to better fit the actual work. The instructional team will review and post the position. Services are continuing to be offered in the absence of the Coordinator.

6. Review of Scope of Work Proposals from Consultants

- Metis
- SchoolWorks

The committee reviewed both proposals and found both to be appealing. The committee asked for input from the instructional team. Aimee forwarded both proposals to Karen and Deb for review and discussion at the next instructional team meeting. The committee asked that they bring their recommendations to the next board meeting.

7. Miscellaneous

8. Next Steps and Next Meeting