Minutes

Governance Committee Meeting

Tuesday, July 6, 2021
12:00 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: Maya Patel
Governance Members (Board): Jill Koski, Katie Stowell, Katie Coletta

1. Welcome & Attendance – Jill, Aimee, Jeremy, Cynthia, Martina, Katie C.

2. Enrollment Update

- Current #'s for 2021-2022 school year show a 60-person increase from where we ended the school year this year. This was achieved by pulling every student from the wait-list, increasing the number of classrooms for certain grade levels, and slightly increasing the number of seats per classroom where necessary.
- Aimee reports that some applications are still coming into the school.
- Jill asked about alumni. Aimee reported that the school has done some outreach to those families via post-card. Jill is curious to know how these students are doing since they left here. Aimee suggested sending out a survey to collect what data we can: Did the transition process go well? Did their training at Finn help? How could we do a better job preparing scholars for middle school in their home district? Some charter schools have fundraising programs that reach out to the alumni base. Martina talked to some 6th grade families about an alumni event.

3. Transportation Discussion – After Martina and Aimee's most recent meeting with Jake Sheehan and the new transportation supervisor Dan Dibble, the three school leaders have met, discussed options, and have a proposal for the board. Their proposal is to suggest pick up time of 2:45 (based on their experiences with staggered release during COVID). Confirmation that the board would support this timing will help the school leaders move forward with planning for AY 21/22. The next step in the process of trying to obtain AM and PM transportation from ECSD is for Renee to seek a meeting with Sarah Latin, head of the

ECSD board, to suggest the 2:45 pick up time. In the meantime, school leaders will develop a contingency plan for 3:00 dismissal with Terps providing transportation.

4. EAP Contract – The committee agreed to renew this contract for the third year. There are not a lot of employees using the program (6% utilization, 24 sessions this past year), but this benefit is not a huge cost to the school ($1,625). This year we can earmark it for the ESSR funding.

5. 2021-2022 Staff holiday calendar –The committee approved the staff holiday calendar. One change from last year is the addition of Juneteenth (June 20, 2022) as a school holiday. The other is the addition of good Friday as a holiday for 12 month employees (previously a holiday only for teaching staff).

6. Parent Representative – Board of Trustees

- Current rep resignation – Michelle Augustine's child completed 6th grade this year. We have to ask her to resign. The committee agreed that a thank you note card from the Board would be appropriate.
- New rep recruitment – Aimee suggested including information about serving as parent rep in the new information to be sent to families at the beginning of the school year. Aimee also has a parent in mind who is a good candidate. Jill also suggested a parent that she things might also be a good candidate. Aimee will reach out to both of these suggestions.

7. Teacher Representative/Liaison – Board of Trustees. There has been little to no interest in this position. The committee will wait until September and try again. In the meantime, teachers can reach out to Katie Coletta if they would like to express concerns to bring to the board.

8. Board of Trustees Officer positions –

- The board is focused on recruiting new members and have pursued several leads.
- The only board member who has expressed interest in changing officer roles is Maya, who would like to pass on her role as chair of Governance. The board can discuss at the July 12th annual meeting.
- Maya is up for re-election at the July 12th meeting.

9. School Leadership Evaluations

- Each school leader will be evaluated using the same system in place last year. Two members of the board will meet with and complete the evaluation form for each school leader

- Maya is drafting a survey for summative feedback from teachers about each school leader to incorporate into the culture survey to be administered mid school year. This feedback survey is based on the Marshal Principle Evaluation Rubric. Maya will send drafts out to the school leaders for their input and then to the board for final approval.

10. Board Self-Evaluation

- Maya will send out forms to board members to complete their annual self-evaluation of the board.

11. Renewal consultants – next steps. Schoolworks sent a revised agreement for the school quality review, with appropriate dates/time-line. The board empowered school leadership to move forward on this contract at our last board meeting. School leaders will reply to Schoolworks to set dates and discuss how they will administer feedback to the school and board.