

# Application: Finn Academy: An Elmira Charter School

Martina Baker - martinabaker@finnacademy.com  
2022-2023 Annual Report

## Summary

ID: 0000000122

Status: Annual Report Submission

Last submitted: Aug 1 2023 09:25 AM (EDT)

## Entry 1 School Info and Cover Page

Completed - Jul 31 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 800000083988

**a1. Popular School Name**

Finn Academy

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

ELMIRA CITY SD

**e. Date of Approved Initial Charter**

Jul 14 2015

**f. Date School First Opened for Instruction**

Aug 25 2015

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

N/A we are a SUNY authorized school.

**h. School Website Address**

[www.finnacademy.com](http://www.finnacademy.com)

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

399

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

345

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

## School Site 1 (Primary)

### m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	610 Lake Street Elmira, NY 14901	607-737-8040	Elmira	K-6	K-6	No

### m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Aimee Ciarlo	School Leader	607-737-8040		<a href="mailto:aimeeciarlo@finnacademy.com">aimeeciarlo@finnacademy.com</a>
Operational Leader	Martina Baker	Chief Operations Officer	607-737-8040		<a href="mailto:martinabaker@finnacademy.com">martinabaker@finnacademy.com</a>
Compliance Contact	Aimee Ciarlo	School Leader	607-737-8040		<a href="mailto:aimeeciarlo@finnacademy.com">aimeeciarlo@finnacademy.com</a>
Complaint Contact	Aimee Ciarlo	School Leader	607-737-8040		<a href="mailto:aimeeciarlo@finnacademy.com">aimeeciarlo@finnacademy.com</a>
DASA Coordinator	Aimee Ciarlo	School Leader	607-737-8040		<a href="mailto:aimeeciarlo@finnacademy.com">aimeeciarlo@finnacademy.com</a>
Phone Contact for After Hours Emergencies	Martina Baker	Chief Operations Officer	607-737-8040		<a href="mailto:martinabaker@finnacademy.com">martinabaker@finnacademy.com</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy 2023-2024.pdf](#)

**Filename:** Certificate of Occupancy 2023-2024.pdf **Size:** 155.2 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[June 2023 Fire Inspection.pdf](#)

**Filename:** June 2023 Fire Inspection.pdf **Size:** 2.2 MB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

None.

## CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Martina Baker
Position	Chief Operations Officer
Phone/Extension	607-737-8040
Email	<a href="mailto:martinabaker@finnacademy.com">martinabaker@finnacademy.com</a>

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature appears to be "Martin P. [unclear]" with a stylized, cursive script.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature appears to be "A. [unclear]" with a stylized, cursive script.

**Date**

Jul 31 2023





Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

### Instructions

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Finn Academy: An Elmira Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item**

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://finnacademy.com/wp-content/uploads/2022/07/2021-2022-Annual-Report.pdf">https://finnacademy.com/wp-content/uploads/2022/07/2021-2022-Annual-Report.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://finnacademy.com/about/board-of-trustees/">https://finnacademy.com/about/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000083988">https://data.nysed.gov/profile.php?instid=800000083988</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://finnacademy.com/wp-content/uploads/2022/10/District-Level-Plan-2022-2023.pdf">https://finnacademy.com/wp-content/uploads/2022/10/District-Level-Plan-2022-2023.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://finnacademy.com/wp-content/uploads/2020/01/FOIL-Notice-Policy-10.7.19-Revisions-1.pdf">https://finnacademy.com/wp-content/uploads/2020/01/FOIL-Notice-Policy-10.7.19-Revisions-1.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://finnacademy.com/wp-content/uploads/2020/01/FOIL-Notice-Policy-10.7.19-Revisions-1.pdf">https://finnacademy.com/wp-content/uploads/2020/01/FOIL-Notice-Policy-10.7.19-Revisions-1.pdf</a>



Thank you.

## Entry 3 Accountability Plan Progress Reports

Incomplete

# Instructions

## SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

Incomplete

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

### Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

## Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## Combined Disclosures

Filename: Combined\_Disclosures.pdf Size: 2.8 MB

## Entry 7 BOT Membership Table

Completed - Jul 31 2023

## Instructions

## Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

# 1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Alice Renee Sutton	<a href="mailto:reneesutton@finnacademy.com">reneesutton@finnacademy.com</a>	Chair	Finance	Yes	3	06/08/2020	08/31/2025	11
2	Katie Coletta	<a href="mailto:kathryncoletta@finnacademy.com">kathryncoletta@finnacademy.com</a>	Vice Chair	Governance	Yes	3	06/01/2022	06/30/2024	11
3	Holly Strickland	<a href="mailto:hollystrickland@finnacademy.com">hollystrickland@finnacademy.com</a>	Secretary	Academics	Yes	1	11/10/2021	11/30/2023	8
4	Kevin Brimmer	<a href="mailto:kevinbrimmer@finnacademy.com">kevinbrimmer@finnacademy.com</a>	Treasurer	Finance	Yes	1	9/1/2022	8/31/2025	8
5	James Pfiffer	<a href="mailto:jamespfiffer@finnacademy.com">jamespfiffer@finnacademy.com</a>	Trustee/Member	Governance	Yes	1	10/6/2022	10/31/2025	9
6	Jean Papandrea	<a href="mailto:jeanpapandrea@finnacademy.com">jeanpapandrea@finnacademy.com</a>	Trustee/Member	Academics	Yes	1	5/9/2022	5/8/2025	5 or less
7	Maya Patel	<a href="mailto:mayapatel@finnacademy.com">mayapatel@finnacademy.com</a>	Trustee/Member	Academics	Yes	3	6/1/2021	6/30/2023	10
8	Katie Stowell	<a href="mailto:katiestowell@finnacademy.com">katiestowell@finnacademy.com</a>	Trustee/Member	Governance,	Yes	3	3/1/2022	3/1/2024	5 or less

		<a href="http://academy.com">cademy.com</a>		Academics					
9	Jill Koski	jillkoski	Trustee/Member	Finance	Yes	3	10/31/2021	10/31/2024	5 or less

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	6
b.Total Number of Members Added During 2022-2023	3
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2022-2023**

13

**4. Number of Board meetings scheduled for 2023-2024**

12

Total number of Voting Members on June 30, 2023:

6

Total number of Voting Members added during the 2022-2023 school year:

3

Total number of Voting Members who departed during the 2022-2023 school year:

3

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

9

Thank you.

## Entry 9 Enrollment & Retention

Completed - Jul 31 2023

### Instructions for submitting Enrollment and Retention Efforts

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

#### \*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>We continued to increase our digital recruiting processes, using social media tools such as Facebook to advertise to a certain geographic radius, as we realize that many families of Finn-aged scholars are utilizing social media as a primary source of research and communication. We also continued to advertise some print materials in order to reach all demographics in the community. We continued to reach out to every corner of the City of Elmira in our effort to recruit economically disadvantaged scholars; we have and will continue to hold informational sessions in community centers and other areas where we can reach this demographic. We also utilize our partnerships with other organizations, such as EOP, to advertise that Finn is a free public school of choice.</p>	<p>We will continue to use our digital recruiting platform, using social media tools such as Facebook and Instagram, to advertise to a certain geographic radius, as we realize that many families of Finn-aged scholars are utilizing social media as a primary source of research and communication. We also continued to advertise some print materials in order to reach all demographics in the community. We continued to reach out to every corner of the City of Elmira in our effort to recruit economically disadvantaged scholars; we have and will continue to hold informational sessions in community centers and other areas where we can reach this demographic. We also utilize our partnerships with other organizations, such as EOP, to advertise that Finn is a free public school of choice. We will plan to attend community events and host informational tables there to continue to provide information to potential families.</p>
English Language Learners	<p>We continued to reach out to potential ELL students in a variety of ways; we held enrollment sessions in all areas of Elmira, including many of the most struggling neighborhoods where these scholars reside. We also partner with organizations such as EOP which serves as a source of referrals to our programming, in addition to families who have been served and satisfied by our efforts</p>	<p>Similar to other categories of students we will utilize various recruitment tools such as digital advertising, community outreach, parent and partner referrals.</p>



	who then recommend us to other ELL families.	
Students with Disabilities	Many of our students with disabilities make our way to us by word of mouth; we go above and beyond to provide services to our disabled scholars and we believe our service has become apparent to our families, who then refer other at risk or struggling learners to our program.	Similar to other categories of students we will utilize various recruitment tools such as digital advertising, community outreach, parent and partner referrals.

## Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	It is our goal to have over a 90% retention rate; this does not differentiate based on any category of scholar. To specifically retain economically disadvantaged families we continue to provide many supports these families need such as participation in the National School Lunch Program; support for purchasing/securing school uniforms and supplies; and transportation home from school to to our district's refusal to provide afternoon transportation to our scholars.	We will continue to provide the supports to these families that they have become accustomed to in order to retain their enrollment for the upcoming school year.
English Language Learners	Through successful ELL services and programming it is our goal to retain all scholars with the ELL classification.	We will continue to provide the supports to these families that they have become accustomed to in order to retain their enrollment for the upcoming school year.
Students with Disabilities	To retain these scholars we aim to provide them with all of the services they need to be successful in the least restrictive and most inclusive setting. With our small class sizes, inclusion efforts continue to be a success for many students with disabilities. We believe this is resonating with our families.	We will continue to provide the supports to these families that they have become accustomed to in order to retain their enrollment for the upcoming school year.

## Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

## Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

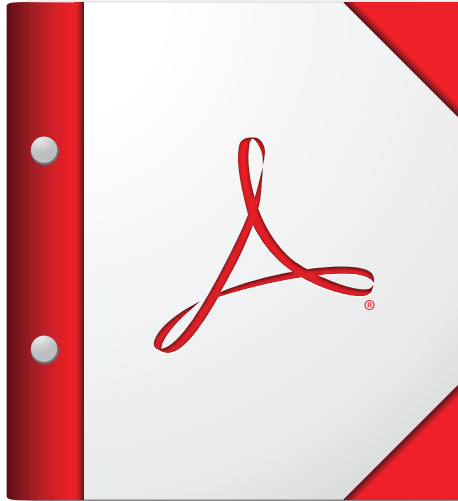
**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### 2023-2024 Calendar APPROVED

Filename: 2023-2024\_Calendar\_APPROVED.pdf Size: 247.1 kB

## Optional Additional Documents to Upload (BOR)

Incomplete



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

**Get Adobe Reader Now!**



# 2023-2024 School Year Calendar

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Important Dates & Breaks

Aug. 24-25	New Staff PD
Aug. 28-31	All Staff PD
Aug. 31	Meet the Teacher Event
Sept. 4	Labor Day, No School
Sept. 5	First Day of School for K-6
Oct. 6	Emergency Early Release
Oct. 9	Indigenous Peoples Day, No School
Nov. 10	Veterans Day, No School
Nov. 20-21	Staff PD, No School for Scholars
Nov. 22-24	Thanksgiving Break, No School
Dec. 22 – Jan. 2	Winter Break, No School
Jan. 15	Martin Luther King, Jr. Day, No School
Jan. 26	Staff PD, No School for Scholars
Feb. 19 – Feb. 23	Mid-Winter Recess, No School
Mar. 18	Staff PD/ PT Conferences
Mar 29-Apr 1	Good Friday & Easter Monday, No School
April 22-26	Spring Break, No School
May 27	Memorial Day, No School
June 19	Juneteenth, No School
June 26	Last Day of School
July 15-26	Summer Session



Staff PD Days, No School for Scholars



Board of Trustees Meetings



No School for Scholars



First and Last Days of School

\* Snow Days are observed according to ECSD.  
Any ECSD Give Back Days are not necessarily observed due to charter. \*

Total School Days: 184

**PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT**

**(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)**

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

**BEDS CODE #**

070600861078

**District/School Name**

FINN ACADEMY

**Facility/Building Name**

FINN ACADEMY

**Street Address (NO PO Box Numbers)**

610 LAKE STREET

**City/Town/Village**

ELMIRA

**Zip Code**

14901

**INSTRUCTIONS**

- Read the "Manual for Public School Facility - Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.



## Part I: General Information and Fire/Life Safety History

Inspection Date

**Note : Please insert the date the actual inspection took place.**

*The Inspection Date cannot be earlier than 45 days before the Due Date.*

### 1. Please indicate the primary use of this facility:



INSTRUCTIONAL



ADMINISTRATIVE



BUS MAINTENANCE



BUS STORAGE ONLY



LEASED FACILITY OFF SCHOOL GROUNDS



MAINTENANCE



OTHER

Please Specify:



PUBLIC LIBRARY



STORAGE



VACANT

### 2. Is there a fire sprinkler system in this facility?



YES



NO

If 'yes', is the sprinkler alarm connected with the building alarm?



YES



NO

### 3. Is there a fire hydrant system for facility protection?



YES



NO

If 'yes', indicate ownership of system (select one):



Public owned



School owned



Other

Please Specify:

4. Indicate the ownership of this facility

- ☒ Leased  
☐ Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name \*

WILLIAM LAKE PROPERTIES

Address \*

101 E WOODLAND AVE

ELMIRA, NY 14901

Telephone # \*

5. Does the District lease the building or spaces within the building to others? ☐ YES ☒ NO

a. If yes, indicate the tenant(s):

Name \*

Address \*

Telephone # \*

6. What is the current gross square footage of this facility?

nearest whole ten feet:

136,036

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

# 8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff?

☐ YES ☐ NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year:

☐ YES ☐ NO

## FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9/21/22	X	<input type="radio"/>
2	9/29/22	<input type="radio"/>	X
3	11/14/22	X	<input type="radio"/>
4	11/21/22	<input type="radio"/>	X
5	12/2/22	X	<input type="radio"/>
6	12/5/22	X	<input type="radio"/>
7	12/9/22	<input type="radio"/>	X
8	12/13/22	<input type="radio"/>	X
9	5/16/23	X	<input type="radio"/>
10	5/24/23	X	<input type="radio"/>
11	2/15/23	X	<input type="radio"/>
12	6/9/22	X	<input type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

8d. Average time to evacuate facility was:

4

minutes

25

seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. ☒ YES ☐ NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code ☒ YES ☐ NO

9. If the fire alarm system was activated, was the fire department immediately notified? ☒ YES ☐ NO

10. Have there been any fires in this facility since the last annual fire inspection report? ☐ YES ☒ NO

a. If 'yes', indicate: Number of fires

Number of injuries

Total cost of property damage



# **Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District \_\_\_\_\_  
Facility # \_\_\_\_\_

Building Name \_\_\_\_\_

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1	✓	6/29/23			09F-2					15B-1					22A-3				
02E-2	✓	6/29/23			09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3	✓	6/29/23			25A-1				
04B-2	✓	6/29/23			11C-2					17B-2	✓	6/29/23			25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1					26A-3				
05B-2					12A-1					17F-3	✓	6/29/23			<p>If any additional non-conformances are observed, check item 26A-3 and list the Code section below.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Inspector</b></p> <p>The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

## **Initial Inspection:**

Fire Safety Inspector: Name Calvin Cady  
Date 5/31/23

Registry # NY0062753 (26E-4)

## **Final Inspection (if required):**

Fire Safety Inspector: Name \_\_\_\_\_  
Date \_\_\_\_\_

Registry # \_\_\_\_\_ (26F-4)

### Part III: Public School Certifications

#### Section III-A. Fire Inspector

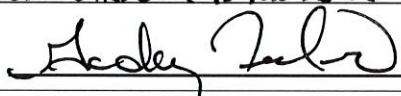
The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Calvin Cuddy Telephone #: (607) 737-5797  
Title: Fire Marshal Certification # 0223-0087  
Email: CTCADY@cityofElmira.net (as designated by the NYS Department of State)

#### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date 5/31/23 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Gordon Fulkrod Telephone #: (607) 737 8040 ext 1515  
Title: Supervisor of Bellamy Ground Email: Gordon.Fulkrod@finnacademy.com  
Signature: 

#### Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: MARTINA BAKER Telephone #: (607) 737-8040  
Title: CHIEF OPERATIONS OFFICER  
Email: martinabaker@finnacademy.com Signature: 





## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**

FINN ACADEMY-AN ELMIRA CHARTER SCHOO  
610 LAKE STREET  
ELMIRA, NEW YORK 14901

**Building ID:** 070600868003

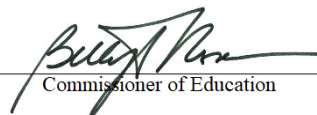
**DISTRICT:**

FINN ACADEMY: AN ELMIRA CS  
AIMEE CIARLO  
610 LAKE ST  
ELMIRA, NEW YORK 14901

**Issuance Date:** June 29, 2023

**Effective Date:** June 01, 2023

**Expiration Date:** June 01, 2024

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED