## Application: Finn Academy: An Elmira Charter School

Martina Baker - martinabaker@finnacademy.com Annual Reports

#### **Summary**

**ID:** 0000000174

Status: Annual Report Submission

Last submitted: Oct 30 2020 02:01 PM (EDT)

## **Entry 1 School Info and Cover Page**

Completed Aug 3 2020

#### **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 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 2019-20 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) <u>before</u> 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, 2020) 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 070600861078 a1. Popular School Name Finn Academy b. CHARTER AUTHORIZER (As of June 30th, 2020) Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks. SUNY BOARD OF TRUSTEES c. DISTRICT / CSD OF LOCATION **ELMIRA CITY SD** d. DATE OF INITIAL CHARTER 7/2014

### 2/36

e. DATE FIRST OPENED FOR INSTRUCTION

8/2015

h. SCHOOL WEB ADDRESS (URL)	
www.finnacademy.com	
i. TOTAL MAX APPROVED ENROLLMENT FOR THE program enrollment)	E 2019-2020 SCHOOL YEAR (exclude Pre-K
396	
j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 20	020 (exclude Pre-K program enrollment)
376	
k. GRADES SERVED IN SCHOOL YEAR 2019-2020	(exclude Pre-K program students)
Check all that apply	
Grades Served	K, 1, 2, 3, 4, 5, 6, 7
I1. DOES THE SCHOOL CONTRACT WITH A CHARTORGANIZATION?	TER OR EDUCATIONAL MANAGEMENT
No	
FACILITIES INFORMATION	

## m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	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 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	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Aimee Ciarlo			aimeeciarlo@finna cademy.com
Operational Leader	Martina Baker			martinabaker@finn academy.com
Compliance Contact	Aimee Ciarlo			aimeeciarlo@finna cademy.com
Complaint Contact	Aimee Ciarlo			<u>aimeeciarlo@finna</u> <u>cademy.com</u>
DASA Coordinator	Aimee Ciarlo			
Phone Contact for After Hours Emergencies	Martina Baker			martinabaker@finn academy.com

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

Private Space			

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, 2020.

Site 1 Certificate of Occupancy (COO)

Certificate of Occupancy 10-1-19 to 10-1-20.pdf

Filename: Certificate of Occupancy 10-1-19 to 10-1-20.pdf Size: 132.5 kB

**Site 1 Fire Inspection Report** 

10.10.19 Fire Inspection Report.pdf

Filename: 10.10.19 Fire Inspection Report.pdf Size: 217.0 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR** 

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please

include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A

**BUDGET FOR THE 2020-2021 FISCAL YEAR.** 

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes			

#### **ATTESTATION**

#### p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Martina Baker
Position	Chief Operations Officer
Phone/Extension	607-737-8040
Email	martinabaker@finnacademy.com

p. 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. Check YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

### **Responses Selected:**

## **Signature, Head of Charter School**



## Signature, President of the Board of Trustees



#### **Date**

Jul 30 2020



Thank you.

## **Entry 2 NYS School Report Card**

**Completed** Aug 3 2020

**Instructions** 

**SUNY-authorized charter schools only** 

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <a href="https://reportcards.nysed.gov/">https://reportcards.nysed.gov/</a>). This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## **Entry 2 NYS School Report Card Link**

FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 070600861078

#### **NEW YORK STATE REPORT CARD**

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/profile.php?instid=800000083988

## **Entry 3 Progress Toward Goals**

Incomplete Hidden from applicant

## **Instructions**

#### Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## **Entry 3 Progress Toward Goals**

#### PROGRESS TOWARD CHARTER GOALS

#### Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## **2019-20 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

## 2. Do have more academic goals to add?

(No response)		

## 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

## 3. Do have more academic goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

Academic Student	Measure Used to	Goal - Met, Not	If not met,
Performance Goal	Evaluate Progress	Met or Unable to	describe efforts
	Toward Attainment	Meet	the school will take
	of Goal		to meet goal. If
			unable to assess

		goal, type N/A for
		Not Applicable
Academic Goal 21		
Academic Goal 22		
Academic Goal 23		
Academic Goal 24		
Academic Goal 25		
Academic Goal 26		
Academic Goal 27		
Academic Goal 28		
Academic Goal 29		
Academic Goal 30		
Academic Goal 31		
Academic Goal 32		
Academic Goal 33		
Academic Goal 34		
Academic Goal 35		
Academic Goal 36		
Academic Goal 37		
Academic Goal 38		
Academic Goal 39		
Academic Goal 40		

#### 4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

#### **2019-2020 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14		
Org Goal 15		
Org Goal 16		
Org Goal 17		
Org Goal 18		
Org Goal 19		
Org Goal 20		

## 5. Do have more organizational goals to add?

(No response)

## **6. FINANCIAL GOALS**

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

(No response)

#### 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

## **Entry 3 Accountability Plan Progress Reports**

Completed Sep 15 2020

## Instructions

## **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an <u>Accountability Plan Progress Report template</u>. After completing, schools must upload the document into the by September 15, 2020.

## 2019-20-Accountability-Plan-Progress-Report-FINAL FOR SUBMISSION 9

 $\textbf{Filename:} \ 2019 \ 20 \ Accountability \ Plan \ Progress \ R \ mZ4xCIX.pdf \ \textbf{Size:} \ 291.1 \ kB$ 

## **Entry 7 Disclosure of Financial Interest Form**

**Completed** Aug 3 2020

## Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must

complete a signed:

- <u>Regents, NYCDOE, and Buffalo BOE Authorized Schools:</u> <u>Disclosure of Financial Interest</u>
   Form
- SUNY- Authorized Charter Schools: Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **Baker Disclosure Form 19-20**

Filename: Baker Disclosure Form 19 20.pdf Size: 95.6 kB

### **Winner Financial Disclosure 19-20**

Filename: Winner Financial Disclosure 19 20.pdf Size: 82.1 kB

#### **Ciarlo Financial Disclosure 19-20**

Filename: Ciarlo Financial Disclosure 19 20.pdf Size: 73.4 kB

### Trustee-Financial-Disclosure-Form Jeremy Wheeler

Filename: Trustee Financial Disclosure Form Jere 2RN1fLz.pdf Size: 233.6 kB

### Koski 19-20

Filename: Koski 19 20.pdf Size: 46.9 kB

## **Hatch SUNY Disclosure 19-20**

Filename: Hatch SUNY Disclosure 19 20.pdf Size: 86.3 kB

#### **Stowell 19-20**

Filename: Stowell 19 20.pdf Size: 82.6 kB

## Raj 19-20 Financial Disclosure Document

Filename: Raj 19 20 Financial Disclosure Document.pdf Size: 416.7 kB

#### Trustee-Financial-Disclosure-Form Coletta 19-20

Filename: Trustee Financial Disclosure Form Cole 9pEmMmI.pdf Size: 349.7 kB

#### **Trustee-Financial-Disclosure-Form**

Filename: Trustee Financial Disclosure Form.SUTTON.pdf Size: 731.6 kB

#### Patel 19-20 Financial Disclosure

## **Entry 8 BOT Membership Table**

Completed Aug 3 2020

## **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 8 BOT Table**

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

#### FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 070600861078

## 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2019- 2020
1	Alice Renee Sutton	Chair	Finance	Yes	3	6/8/2020	8/31/202 5	12

2	Cynthia Raj	Vice Chair	Governan ce, Academic s	Yes	2	6/8/2020	6/30/202 2	12
3	Maya Patel	Secretary	Academic s and Governan ce	Yes	2	5/14/201 8	6/30/202	12
4	Jill Koski	Trustee/M ember	Finance and Governan ce	Yes	3	11/4/201 9	11/30/20 21	12
5	Lynn Winner	Trustee/M ember	Academic s	Yes	2	8/7/2017	8/31/202 0	12
6	Katie Stowell	Trustee/M ember	Academic s, Governan ce	Yes		2/13/201 7	2/28/202	11
7	Katie Coletta	Trustee/M ember	Governan ce	Yes		6/8/2020	5/31/202 2	12
8	Catie Hatch	Parent Rep		No	1	2/10/202 0	2/28/202 2	5 or less
9	Jenica Drehmer	Parent Rep		No	1	3/1/2016	9/9/2019	5 or less

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

Yes

#### **1b. Current Board Member Information**

	Trustee	Position	Committ	Voting	Number	Start	End Date	Board
	Name	on the	ee	Member	of Terms	Date of	of	Meetings
	and	Board	Affiliation	Per By-	Served	Current	Current	Attended
	Email		S	Laws		Term	Term	During
	Address			(Y/N)		(MM/DD/	(MM/DD/	2019-
						YYYY)	YYYY)	2020
10	Nichole Bocage	Parent Rep		No	1	3/1/2016	11/20/20 19	5 or less
11								
12								
13								
14								
15								

## 1c. Are there more than 15 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, 2020	7
b.Total Number of Members Added During 2019- 2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

#### 3. Number of Board meetings held during 2019-2020

16

#### 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## **Entry 9 Board Meeting Minutes**

Completed Aug 3 2020 Hidden from applicant

#### **Instructions**

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should <u>match</u> the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

**DRAFT Minutes 7** 

Filename: DRAFT Minutes 7.8.19.pdf Size: 173.3 kB

**Special Meeting Minutes 7** 

Filename: Special Meeting Minutes 7.26.19.pdf Size: 125.9 kB

**DRAFT Minutes 8** 

Filename: DRAFT Minutes 8.13.19.pdf Size: 199.4 kB

**DRAFT Minutes 9** 

Filename: DRAFT Minutes 9.9.19.pdf Size: 182.0 kB

**Approved Minutes 10** 

 $\textbf{Filename:} \ \, \textbf{Approved Minutes} \ \, 10.7.19.pdf \, \textbf{Size:} \ \, 173.6 \ kB$ 

**DRAFT Minutes 11** 

Filename: DRAFT Minutes 11.4.19.pdf Size: 175.5 kB

**DRAFT Minutes 12** 

Filename: DRAFT Minutes 12.11.19.pdf Size: 162.8 kB

**DRAFT Minutes 2** 

Filename: DRAFT Minutes 2.10.20 1.pdf Size: 154.7 kB

**DRAFT Minutes 2** 

Filename: DRAFT Minutes 2.19.20.pdf Size: 151.5 kB

**DRAFT MINUTES 3** 

Filename: DRAFT MINUTES 3.9.20.pdf Size: 160.4 kB

**DRAFT minutes 4** 

Filename: DRAFT minutes 4.20.20.pdf Size: 161.6 kB

**DRAFT MINUTES 5** 

Filename: DRAFT MINUTES 5.11.20.pdf Size: 161.2 kB

**Draft Minutes 5** 

Filename: Draft Minutes 5.27.20.1.pdf Size: 155.5 kB

**Draft Minutes 6** 

Filename: Draft Minutes 6..8.20.pdf Size: 181.1 kB

### **DRAFT Minutes 6**

Filename: DRAFT Minutes 6.22.20.pdf Size: 166.3 kB

## **Minutes 1**

**Filename:** Minutes 1.13.20.pdf **Size:** 154.6 kB

## **Entry 10 Enrollment & Retention**

Completed Aug 3 2020

## Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 070600861078

#### **Recruitment/Attraction Efforts Toward Meeting Targets**

Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
We continued to increase our digital recruiting processes, using social media tools such as Facebook to advertise to	We will continue to increase our digital recruiting processes, using social media tools

a certain such as Facebook to advertise to geographic radius, as we realize a certain that many geographic radius, as we realize parents of Finn-aged scholars are that many parents of Finn-aged scholars are utilizing social media as a primary source utilizing of research social media as a primary source and communication. We also of research continued to and communication. We will also advertise some print materials, continue to in order to advertise some print materials, reach all demographics in the in order to community. We reach all demographics in the continued to outreach every community. We corner of the City continue to outreach every of Elmira in our effort to recruit corner of the City of Elmira in our effort to recruit economically **Economically Disadvantaged** disadvantaged scholars; we economically have, and will disadvantaged scholars; we continue to hold, informational have, and will and continue to hold, informational enrollment sessions in enrollment sessions in community centers and other areas where we can community centers reach this and other areas where we can demographic. We also utilized reach this demographic. We also utilize our our partnership with organizations, such as EOP, partnership to reach with organizations, such as EOP, these populations, and inform to reach them that Finn these populations, and inform Academy is a free, public school them that Finn choice for Academy is a free, public school their children. In the time of choice for their children. We will also school shutdown due to the pandemic, we hosted virtual implement virtual opportunities enrollment sessions to continue for information about enrollment. to reach out to prospective given the current situation with families. the COVID-19 pandemic. Similar to other categories of students, we We continued to reach out to will utilize various recruitment potential ELL students in a

variety of ways;

tools,

English Language Learners/Multilingual Learners	we held enrollment sessions in all areas of Elmira, including many of the most struggling neighborhoods where many of these students reside. We also partner with organizations, such as EOP, which often serves as a source of referrals for ELL students to our program.	including but not limited to digital advertising, community outreach, parent and partner referrals to continue to recruit an ELL population to Finn Academy. We will also make resources and school communications available in languages other than English, to make families of ELL scholars feel welcomed and informed.
Students with Disabilities	Many of our students with disabilities make their way to us by word of mouth; we go above and beyond to provide services to our disabled scholars, and we believe that our service has become apparent to our families.  These families then share their experiences at Finn Academy with others, which in turn leads to further enrollment of students with disabilities.	Similar to other categories of students, we will utilize various recruitment tools, including but not limited to digital advertising, community outreach, parent and partner referrals to continue to recruit students with disabilities to Finn Academy.  Our strong Special Education program continues to draw new enrollment through family referrals.

## **Retention Efforts Toward Meeting Targets**

Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
At Finn Academy, it is our goal to have over a 90% retention rate; this does not differentiate based on any category of	Again, we will continue to provide various supports for our families that they have

Economically Disadvantaged	scholar. To specifically retain economically disadvantaged, we continue to provide supports many of these families need such as participation in the National School Lunch Program; support for purchasing/securing school uniforms and/or school supplies; and transportation home from school due to our host district's inability to provide it to our scholars in the afternoon. We continue to provide these services as we realize they add value, and are essentials, for our economically disadvantaged parents and scholars.	come to expect and know from their time at Finn Academy as mentioned previously, such as school lunches and transportation; we are continuing to provide new programs, such as access to in-school counseling services, to our families in order to help support their scholar's emotional well-being. We believe by supporting the families in the ways we do, many times going above and beyond, helps to create a strong sense of community and an essential support network, that leads to retention of this category of scholar.
English Language Learners/Multilingual Learners	Through ELL services and programming, it is our goal to retain all scholars with the ELL classification.	Through our own internal assessments and interventions, as well as in partnership with the local school district, we will continue to provide all necessary ELL supports and services to our ELL population, thus, ensuring the retention of these scholars.
		It remains a priority in the upcoming school year to retain our students with disabilities; we will continue to provide support services —many times intense services—

To retain these scholars we aim in order to to provide get our scholars to where they them with all of the services they should and need to be could be academically. There is a successful, in the least restrictive renewed and most focus in investing various inclusive setting. With our small resources toward these scholars, i.e. purchasing class sizes. inclusion efforts continue to be a low level but Students with Disabilities success for high interest books for our 4th many students with disabilities. grade scholars We believe who require reading this is resonating with our interventions; this families, who want serves to pique their interest in their children with disabilities to reading be materials that appeal to their celebrated and included within maturity levels, but are better suited to their the general population of our school. actual reading levels. A focus on resources, both human and physical, remains a priority of ours heading in to the new academic year for our students with disabilities.

## **Entry 12 Percent of Uncertified Teachers**

Completed Aug 3 2020 Hidden from applicant

#### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

## **Entry 12 Uncertified Teachers**

School Name: FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 070600861078

## Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

#### **CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	0

## CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	0

#### **CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

## CATEGORY D: TOTAL FTE COUNT OF **UNCATEGORIZED**, **UNCERTIFIED** TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	.0

## **CATEGORY E: TOTAL FTE COUNT OF <u>CERTIFIED</u> TEACHERS**

	FTE Count
Total Category E	.0

#### **CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	.0



Thank you.

## **Entry 13 Organization Chart**

Completed Aug 3 2020 Hidden from applicant

**Instructions** 

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Finn Academy Organizational Chart 2019-2020

Filename: Finn Academy Organizational Chart 2019 2020.pdf Size: 97.0 kB

## **Entry 14 School Calendar**

Completed Aug 3 2020

Instructions for submitting School Calendar

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the <u>minimum instructional requirements</u> adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

### Final Updated 2020-2021 Calendar

Filename: Final Updated 2020 2021 Calendar.pdf Size: 194.5 kB

## **Entry 15 Links to Critical Documents on School Website**

Completed Aug 3 2020 Hidden from applicant

#### **Instructions**

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
- 2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
- 3. Link to New York State School Report Card;
- 4. Lottery Notice announcing date of lottery;
- 5. Authorizer-approved DASA Policy;
- 6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 <a href="Emergency Response Plan Memo">Emergency Response Plan Memo</a>);
- 7. Authorizer-approved FOIL Policy; and
- 8. Subject matter list of FOIL records.
- 9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: Finn Academy: An Elmira Charter School

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

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:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://finnacademy.com/about/
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://finnacademy.com/about/board-of-trustees/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://finnacademy.com/about/board-of-trustees/
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php? instid=800000083988
4. Most Recent Lottery Notice Announcing Lottery	https://finnacademy.com/wp- content/uploads/2020/04/2020-2021-Letter- Informing-Parents-of-Lottery.pdf
5. Authorizer-Approved DASA Policy	http://finnacademy.com/wp- content/uploads/2019/09/2019-2020-Family- Handbook-APPROVED.pdf
6. District-wide Safety Plan	http://finnacademy.com/wp- content/uploads/2019/10/District-Level-Plan-2019- 2020.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://finnacademy.com/wp- content/uploads/2019/09/2019-2020-Family- Handbook-APPROVED.pdf
7. Authorizer-Approved FOIL Policy	http://finnacademy.com/wp- content/uploads/2020/01/FOIL-Notice-Policy- 10.7.19-Revisions-1.pdf
8. Subject matter list of FOIL records	http://finnacademy.com/wp- content/uploads/2020/01/FOIL-Notice-Policy- 10.7.19-Revisions-1.pdf
9. Link to School Reopening Plan	https://finnacademy.com/wp- content/uploads/2020/07/School-Reopening-Plan- FINAL-DRAFT-7.31.20.pdf

## **Entry 16 COVID 19 Related Information**

Completed Aug 3 2020

#### Instructions

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the <u>Remote Monitoring and Oversight Plan Spring 2020</u> remote for best practices regarding end of year assessments in a remote learning environment.

## **Entry 16 COVID 19 Related Information**

School Name: Finn Academy: An Elmira Charter School

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

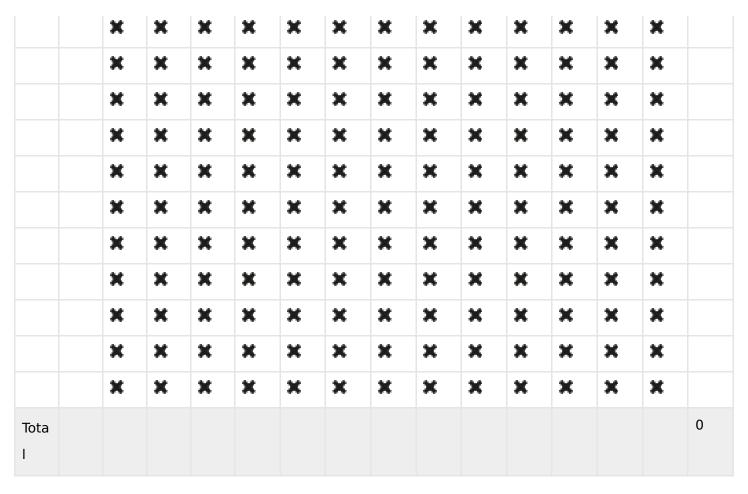
Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
376	251	282

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the <u>Remote Monitoring and Oversight Plan Spring 2020</u> remote for best practices regarding end of year assessments in a remote learning environment.

Ass ess me nt Title	Gra de K	Gra de 1	Gra de 2	Gra de 3	Gra de 4	Gra de 5	Gra de 6	Gra de 7	Gra de 8	Gra de 9	Gra de 10	Gra de 11	Gra de 12	Nu mbe r of Parti cipa ting Stud ents
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	
	×	×	×	×	×	×	×	×	×	×	×	×	×	



## **Entry 17 Staff Roster - NEW TASK For Regents Schools Only**

Incomplete Hidden from applicant

#### **INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS**

Please provide the full name of <u>ANY and ALL</u> instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the <u>Staff Roster</u>.



# FINN ACADEMY: AN ELMIRA CHARTER SCHOOL

# 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Martina Baker, COO Aimee Ciarlo, Dean of Scholars Jeremy Wheeler, Chief Academic Officer

610 LAKE STREET, ELMIRA, NY 14901

607-737-8040

Martina Baker, Chief Operations Officer; Aimee Ciarlo, Dean of Scholars; and Jeremy Wheeler, Chief Academic Officer, prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position	
Renee Sutton	Chair, Finance Committee	
Cynthia Raj	Vice Chair, Academics Committee	
Jill Koski	Treasurer, Finance Committee	
Maya Patel	Secretary, Governance Committee	
Kathryn Coletta	Trustee, Governance Committee	
Katie Stowell	Trustee, Academics Committee	
Lynn Winner	Trustee, Academics Committee	

Aimee Ciarlo and Jeremy Wheeler have served as the school leaders since 2017 and 2018, respectively.

## SCHOOL OVERVIEW

**Mission:** "At Finn Academy 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."

### **Graduate Profile:**

All Finn Academy graduates will have the skills, knowledge and access to confidently explore their dreams. Scholars will successfully engage with critical and creative thinking, and nurture themselves and their community.

Finn Academy opened its doors in 2015 to scholars in grades K-3. We have grown each year, and in our fifth year, the 2019-2020 school year, we served scholars in grades K-7. We no longer provide a 7<sup>th</sup> grade program in 2020-2021 and are a K-6 school. Our program will be designated as Lower School K-4; and, Upper School grades 5 and 6.

## **Key Design Elements:**

Community Connections: At Finn Academy all scholars engage in the larger community
through teacher planned projects and field studies that bring awareness and service to the
community in which they live. Scholars become more deeply engaged in their academic and
social content due to the direct applications of their academic learning in real-world
settings.

- 2. STEM Science, Technology, Engineering, and Math: Finn Academy incorporates a class for STEM instruction at all grade levels. Our STEM coursework builds a solid foundation in mathematical, and science and engineering practices that support success in all subject areas. Through our emphasis on problem-solving, and the engineering design process, scholars can utilize their curiosity and creativity to practice skills in context to real-world problems. STEM elements are further incorporated throughout the school day through our curriculum and provide scholars with authentic and purposeful (hands-on) experiential learning. Our model includes a STEM lab, Maker Space and both indoor and outdoor gardens where scholars become practicing scientists, engineers, and mathematicians.
- 3. College and Career Readiness: Finn Academy emphasizes the importance of all scholars being college and career ready through exposure to institutions of higher education and career exploration. The school also builds a solid foundation of skills for scholars to be prepared for a future of success.
- **4. Advisory Program:** Finn Academy scholars' communication, pro-social, and problem-solving skills are strengthened through daily advisory meetings called "crew". All members of the staff are infused into the program by creating positive and meaningful connections that will help scholars experience and live out core values. Additionally, this program unites staff in a common vision for extending compassion and guidance over time to scholars and their families.
- **5. Wellness:** Finn Academy is dedicated to promoting physical and socio-emotional wellness. Finn Academy provides fitness and dance instruction for every scholar; each elementary scholar has daily recess, with trained staff that engages scholars in daily play and supports our universal norms and core values. Scholars experience the nutritional, community, and academic benefits of an Edible Schoolyard program to engage them in the work of planning.
- 6. Professional Development and Teacher Support: Finn Academy staff have the opportunity to work in an environment that provides at least five hours of monthly professional development sessions focused on school-wide priority areas, coaching from instructional leaders, data meetings, observations and feedback cycles. An additional four and a half hours of weekly planning time allows teachers the time to prepare and organize materials and to facilitate purposeful discussions around data, scholar growth, and instruction. Teachers utilize data regarding scholar performance on a regular basis to inform instruction and better meet learners' needs. All staff participate in a week of professional development sessions prior to the start of each new school year.

Finn Academy made programmatic adjustments in moving to remote learning in March of 2020. Google Classroom became the Learning Management System (LMS) as an instructional conduit for all staff and scholars. Asynchronous and synchronous lessons were implemented daily to engage scholars in a flexible learning platform. Grade level teams (including special education teachers and school social worker), instructional coaches, and leadership met weekly to collaboratively plan and communicate data to inform the remote instruction. Content standards were prioritized in ELA and Math based on scholar's pre-closure assessments/data and their response to the remote instruction. This ongoing feedback and responsive communication with scholars and families provided equitable access to the learning. Technology devices were distributed along with hard copy materials in some cases to adapt

for developmentally appropriate practices and ensure equity for scholars. Surveys were administered to staff and families for the planning of instructional and social-emotional needs.

Academic interventions and special education services continued remotely. Ongoing collaboration with our host district Committee on Special Education (CSE) was continual during the closure to ensure a free and appropriate public education (FAPE), consistent with the need to protect the health and safety of our community. Special education teachers provided ongoing family communication, scholar instruction/services, and other case management data on a weekly basis to ensure fidelity of the IEP, adapted to the remote environment. Remote learning plans were created and discussed with families to gain their input regarding services and ongoing academic and behavioral needs. Additional contemplation regarding program modifications or learning needs due to environmental barriers were considered and put into effect.

Attendance and participation rates were taken daily. Finn's attendance policy was updated to incorporate language that addressed factors relevant to remote instruction. Professional development continued weekly through Zoom Webinar focused on the implementation and essential consistencies of remote instruction; identification and support of social-emotional needs. Weekly PD also provided updates and guidance for all staff on any program additions or changes, as well as virtual teaching/learning strategies.

	School Enrollment by Grade Level and School Year													
School Year	К	1	2	3	4	5	6	7	8	9	10	11	12	Total
2015-16	64	54	45	47										210
2016-17	34	65	52	48	46									245
2017-18	49	34	65	52	48	46								294
2018-19	54	54	39	70	53	49	43							362
2019-20	53	49	57	39	68	48	46	25						385

## **GOAL 1: ENGLISH LANGUAGE ARTS**

## Goal 1: English Language Arts

Scholars will be proficient readers and writers of the English language.

## BACKGROUND

In grades K-4, teachers utilized the New York State Common Core EL Modules to provide scholars with their ELA instruction, enhancing them to generate increased levels of scholar motivation around the topics. Scholars were learning social studies and science content through the lens of ELA, applying their knowledge to the world around them.

In grades 5-7 Scholars were engaged with the Reading Reconsidered Curriculum. In the 2019-2020 academic year, the Finn Academy team implemented the methodology contained within "Reading Reconsidered: A Practical Guide to Rigorous Literacy Instruction," as the primary framework for its upper school ELA program (grades 5-7). This curriculum provides a repertoire of strategies,

structures, and tools/techniques which can improve the instructional practice of educators at any level, combined with the *Teach Like a Champion* practical guide to best practices in teaching by Doug Lemov that supports a streamlined approach to our teachers' instructional coaching and development.

Reading Reconsidered supports instruction that is engaged, enthusiastic, and produces deep-thinking in readers by creating discourse within the classroom that will allow scholars to generate solid meaning themselves with scaffolds and supports. The framework includes an implementation guide that allows teachers and leaders to collaborate on text selection, planning of texts, and implementation. All novel modules are fully scripted and provide supplemental materials.

Classroom teachers facilitated opportunities for scholars to explore their thinking through writing tasks and relevant, real-world problems, resulting in a culminating event that meets all Common Core standards in writing and ELA. Each grade level worked diligently to connect the unit/module content to our local community, utilizing local experts, accessing local organizations through field studies, and incorporating expedition celebrations that are motivating to our scholars. Formative and summative assessments (formal and informal) were administered regularly throughout the course of the units to provide snapshots of scholar growth in reading and writing skills. Classroom teachers utilized rubrics and informal data to identify areas of strength and areas of growth to provide differentiated instruction to scholars based on their needs.

Professional Development was facilitated in-house with the support of EL Education and Uncommon Schools to provide teachers with supports around high-quality writing, teaching to the skills utilizing and referencing texts, and scaffolding supports as needed. In addition to this curriculum, classroom teachers were expected to differentiate instruction in ELA skills block, focusing in on the skills and strategies scholars needed to improve academically. These centers were connected to the content that scholars were learning about, but emphasized word work, reading for information, and writing skills that correlate with their grade level standards. With the addition to the curriculum, many opportunities for improvement were prevalent, and continued to be addressed through professional learning opportunities.

As a result of the March 2020 transition to remote learning teachers reviewed and prioritized the learning standards and expectations through the end June 2020. Grade level teams prioritized learning standards that were documented for monitoring and review upon reentry to in-person instruction.

## **METHOD**

Finn Academy administered a national norm-referenced exam, NWEA MAP Assessments in Reading for K-2, and Reading and Language K-7. Test administration was conducted in Fall of 2019 and Winter of 2020. Grade level norm scores were reported in February 2020; and, do not reflect the period of time during remote instruction. Projected growth scores are from Fall 2019 through Winter of 2020. Internal Goals were set based on historical data and specific cohort's prior levels of performance on the NWEA Assessment for grade level norm and meeting projected growth.

## **RESULTS AND EVALUATION**

Finn Academy met the internal goals for three grade levels as of the winter administration. Please note that Finn Scholars were not assessed in June as they normally would. The internal goals for the NWEA Map Tests are intended to be reviewed upon a third administration at the end of the year; and, to compare growth from Fall of 2019 to Spring of 2020. The internal goals set for proficiency on the NWEA

Map Assessments for ELA were met to some degree in Kindergarten, third, and fifth grade. There were two internal goals for ELA: (1) Percent of scholars meeting grade level norms; and, (2) Percent of scholars meeting projected growth metrics on the NWEA MAP Reading Assessments. Of significant note was 5<sup>th</sup> grade which had 60% of scholars meeting the grade level norm standard and 73% meeting the projected growth from Fall to winter. Kindergarten met the projected growth goal with 63% meeting or exceeding; and was just short of the grade level norm goal of 60% meeting or exceeding, with 56% meeting the grade level norm. Second grade met the projected growth goal with 61% meeting or exceeding but also fell short of the grade level norm goal with 53% meeting grade level norm. All other grade levels fell short of the internal goals set.

Of a particular concern is our largest cohort at 4<sup>th</sup> grade with only 38% meeting projected growth and 41% meeting the grade level norm. Second grade showed good projected growth that was just short of their goal with 56% meeting or exceeding; although, only 37% met the grade level norm. Our 6<sup>th</sup> and 7<sup>th</sup> graders were also of concern falling significantly short of the internal goal with 6<sup>th</sup> grade at 35% meeting grade level norm and only 14% meeting the Fall to winter growth. 7<sup>th</sup> grade was 29% meeting grade level norm and 29% meeting projected growth.

In 2019-2020, we continued to utilize NWEA MAP Assessments to benchmark scholars throughout the school year for ELA, Math (K-6), and language usage (3-6). Throughout the past school year, grade-level teachers met monthly to discuss benchmark data, as well as classroom data to ensure that scholar needs were met in classrooms. Along with utilizing NWEA benchmarks, we also moved to using a new resource: Compass Odyssey's Pathblazer online tool. With this in place we were able to focus on the specific skills and standards as identified by the MAP Assessments to provide scholars with the differentiated instruction and academic remediation in scheduled blocks of time.

In 2020-21 we will begin using NWEA Reading Fluency Assessment and intervention activities to provide teachers with more specific skill-based data and a prescription for interventions. This assessment in some cases may supplant the former Fountas and Pinnell Reading assessment for our remote learners. We will continue to use Fountas and Pinnell Assessments for RTI purposes and to inform teachers in how to differentiate instruction, and plan interventions to close skill gaps. We will also continue to provide scheduled ELA skills block times to ensure teachers have the opportunity and support to differentiate reading instruction, driven by scholar data.

# **GOAL 2: MATHEMATICS**

## **Goal 2: Mathematics**

Scholars will demonstrate competency in the understanding and application of mathematical computation, modeling, reasoning, and problem solving.

## BACKGROUND

In 2019-2020 Finn Academy continued to use, GO Math for its math curriculum. This is an innovative and dynamic mathematics program that encourages the school's elementary scholars to explore, understand, and apply mathematical concepts both inside and outside of the classroom. Standards-based units and lessons are the foundation of all instruction, and the program incorporates STEM-related, inquiry-based, problem- and project-based learning opportunities for all scholars.

Mixed state assessment results in previous years warranted the need to change resources to better address skill deficits. Staff was engaged in summer professional development with an onsite Go Math training. Staff also had the Instructional Support Teacher and newly hired CAO to help support training in engaging strategies for math instruction. Several teachers took additional online classes to support math instruction, as well as attended Cognitive Guided Inquiry Math training with Future Leaders Incubators (FLI).

As a result of the March 2020 transition to remote learning, teachers reviewed and prioritized the learning standards and expectations through the end June 2020. Grade level teams prioritized learning standards that were documented for monitoring and reviewing upon reentry to in-person instruction for 2020-2021 academic year. Teachers also utilized "Think Central" the online math resources to support remote instruction.

## Method

Finn Academy administered a national norm-referenced exam, NWEA MAP Assessments in Mathematics for K-7. Test administration was conducted in Fall of 2019 and Winter of 2020. Grade level norm scores were reported in February 2020; and, do not reflect the period of time during remote instruction. Projected growth scores are from Fall 2019 through Winter of 2020. Internal Goals were set based on historical data and specific cohort's prior levels of performance on the NWEA Assessment for the grade level norm and meeting projected growth.

## **RESULTS AND EVALUATION**

Please note that Finn Scholars were not assessed in June as they normally would. The internal goals for the NWEA Map Tests are intended to be reviewed upon a third administration at the end of the year; and, to compare growth from Fall of 2019 to Spring or 2020. There were two internal goals for Mathematics: (1) Percent of scholars meeting grade level norms; and, (2) Percent of scholars meeting projected growth metrics on the NWEA MAP Math Assessments. These internal goals set for proficiency on the NWEA Map Assessments for Mathematics were met with mixed results.

Projected Growth Percentages from fall to winter in all grade levels exceeded grade level norm proficiencies, except for grade 3. See table below.

## **NWEA Math MAP Test Scores Winter 2020**

Grade Level	Percent of Scholars Who Met or Exceeded Grade Level Norm	Percent of Scholars Who Met or Exceeded Growth Fall to Winter
K	62%	69%
1	49%	67%
2	42%	61%

3	41%	38%
4	25%	43%
5	58%	67%
6	14%	43%
7	29%	43%

The projected Growth percentages demonstrate that grade levels were growing even though they were not as strong in meeting grade level norms. Consistent with ELA grade the grade 5 cohort met projected growth goals and was just short of meeting grade level norm goals. Kindergarten met both grade level norm and growth goals.

We continue to be concerned regarding our largest cohort at 4<sup>th</sup> grade with only 43% meeting projected growth and 25% meeting the grade level norm. With departmentalized instruction going into 5<sup>th</sup> grade we have an opportunity to provide more specialized support in Math and ELA, including the addition of a special education teacher for co-teaching. We also have scheduled a dedicated intervention block in grades 5-6 to help close skill gaps through differentiated instruction and online skill-based programs like Pathblazer from Compass Learning.

In 2019-2020, we continued to utilize NWEA MAP Assessments to benchmark scholars throughout the school year for ELA, Math (K-6), and language usage (3-6). Throughout the past school year, grade-level teachers met monthly to discuss benchmark data, as well as classroom assessment data to ensure that scholar academic needs were met in classrooms. Along with utilizing NWEA benchmarks, we also moved to using a new resource: Pathblazer from Compass Learning. With this in place we were able to focus on the specific skills and standards as identified by the MAP Assessments to provide scholars with targeted and specialized instruction during scheduled blocks of time. We will also continue to provide scheduled Math skills block times to ensure teachers have the opportunity and support to differentiate instruction, based on formative scholar data.

# **GOAL 3: SCIENCE**

## Goal 3: Science

Finn Academy Charter School scholars will use technology, mathematics, design principles, and scientific concepts to generate hypotheses, conduct and analyze investigations, and represent conclusions.

## **BACKGROUND**

Finn Academy is committed to providing our scholars with a commitment to the STEM fields; we have a dedicated STEM lab and full-time classroom teacher providing challenging, enriching, rigorous instruction and experimentation in the STEM fields. We have unique local partnerships with the Chemung River Friends and Elmira College, providing our scholars with regular access to experts in various scientific disciplines.

Through the integrated nature of our curriculum, our scholars are receiving a strong foundation in all scientific disciplines, which is correlating to a deeper understanding of scientific principles.

We have also begun implementing dedicated curriculum in the upper school for science using FOSS Science Curriculum Kits.

We made some minor programmatic changes toward the end of the 2019-2020 school year and had a dedicated science class for 4th through 6th grade scholars.

As a result of the March 2020 transition to remote learning, teachers were able to utilize some online learning resources to keep scholars engaged with science including "Mystery Science Lessons" <a href="mailto:mysteryscience.com">mysteryscience.com</a> and "Generation Genius" <a href="mailto:generationgenius.com">generationgenius.com</a>. Teachers also facilitated science demos and STEM focused activities via their Google Classrooms.

## **METHOD**

Finn Academy assessed all 4<sup>th</sup> grade scholars in science prior to moving to remote instruction. We used a previous year's 4<sup>th</sup> grade NYS written state exam in February of 2020. The original intention of this exam was to identify skill gaps and inform instruction prior to taking the NYS 4<sup>th</sup> grade exam. We also utilize "mock" assessments to collect data for teacher planning and goal setting. We did not have scholars take the practical component of the science exam at that time. This assessment is directly aligned with the NYS standards that would have been assessed in its final year at 4<sup>th</sup> grade.

## **RESULTS AND EVALUATION**

A total of 55 scholars in 4<sup>th</sup> grade completed the exam with an overall percent score of 65%. 28 of 55 scholars scored above 70%. Using the data, the teachers would have planned instruction to improve scholar results for June 2020 exam.

### **ACTION PLAN**

With changes in the NYSSLS implementation and assessment, Finn Academy will continue to integrate science and engineering practices, crosscutting concepts, and content into the curriculum. In 2019-2020 Finn Academy started "phasing" in the use of FOSS Science Curriculum Kits as the main Science curriculum. For the 2020-2021 school year, grades 5 and 6 will be fully implementing FOSS Science.

Partial implementation using FOSS Science in grades 3-4 and will continue for the 2020-21 school year. Teacher training and support will be ongoing in-house and through Delta Education.

# **GOAL 4: ESSA**

## **Goal 4: Absolute Measure**

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

## **METHOD**

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results. As

New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

## **RESULTS AND EVALUATION**

Finn Academy continues to remain in good standing based on the previous years data.

## Accountability Status by Year

Year	Status
2017-18	Effective
2018-19	Good Standing
2019-20	Good Standing



FOR INSTITU	TE USE ONLY
FILING FOR S YEAR:	SCHOOL
DATE RECEIV	/ED:

# BY A NOT-FOR-PROFIT CHARTER SCHOOL EDUCATION CORPORATION TRUSTEE

1.	Name of education corporation: Fnn Azademy	
2.	Trustee's name (print): Matter Baller	
3.	Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):	
	Ex Office Member	
8.	Is Trustee an employee of the education corporation? Yes. No. If you checked yes,	
	please provide a description of the position you hold, your salary and your start date.  Chief Ophatias Officer Awast 2015 186,000 your	_
9.	Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during	
	the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.	
	Identity of Person Holding	

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NOW Please w	rite "None" if applica	ble. Do not leave	his space blank.

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Y Me ase	write "None"	f applicable	Do not leave this space blo	in k.

Date



OR INSTITUTE USE ONLY	_
TLING FOR SCHOOL YEAR:	
A ALVANDA BALL A COMPANY AND A STATE OF THE	
ATE RECEIVED:	_

2. Trustee's name (print):	ynn Winn	er	
3. Position(s) on board, if any: (e.g.	, chair, treasurer, committee o	hair, etc.):	
Academic	<sup>)</sup> ommittee (	Chair	
		. /	
8. Is Trustee an employee of the edu provide a description of the pos			ease
			ease -
provide a description of the pos  9. Identify each interest/transaction	ition you hold, your salary an	d your start date.	- f you
9. Identify each interest/transactio immediate family members has school year. If there has been	n (and provide the requeste we held or engaged in with the no such financial interest or	d your start date.  If information) that you or any one education corporation during the transaction, please write "None."	f you e pric Pleas
9. Identify each interest/transactio immediate family members has school year. If there has been	n (and provide the requeste we held or engaged in with the no such financial interest or	d your start date.  If information) that you or any one education corporation during the	f you e pric Pleas
9. Identify each interest/transactio immediate family members has school year. If there has been note that if you answered yes	n (and provide the requeste we held or engaged in with the no such financial interest or	d your start date.  If information) that you or any one education corporation during the transaction, please write "None."	f you e pric Pleas

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	none	none	none

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July I – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to

such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
none	none	none	none	none
			·	

Signafure

July 15, 20

Form Revised November 16, 2015



FOR INSTI	TUTE USE ONLY
FILING FO	R SCHOOL YEAR:
DATE REC	EIVED.

1	. Name of education corporation: Fin Academy: An Elmina Charter School
2	2. Trustee's name (print): Aimee Ciaulo
3	3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
	Fx-Officin Officer
	3. Is Trustee an employee of the education corporation?  Yes. No. If you checked yes, please
	provide a description of the position you hold, your salary and your start date.  Dean of Scholars School Llader, #8
9	<ol> <li>Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior</li> </ol>

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	Nove		

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to

such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Nove				3

7) -	7	
(11M)	Crim Ola	
gwill	Men	
Signature		

7/30/2020

Date

Form Revised November 16, 2015

Page 1 of 2



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR:
DATE RECEIVED:

- 1. Name of education corporation: Finn Academy
- 2. Trustee's name (print): Jeremy Wheeler
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):

**Academics Committee Chair** 



- 8. Is Trustee an employee of the education corporation? \_\*\_Yes. \_\_\_\_\_No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
  - Chief Academic Officer, 10.24.20
- 9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
		NONE	
		NONE	

10. Identify each individual, business, corporation, union association, firm, partnership, committee
proprietorship, franchise holding company, joint stock company, business or real estate trust,
non-profit organization, or other organization or group of people doing business with the
education corporation and in which such entity, during the preceding school year (July 1 – June
30), you and/or your immediate family member(s) had a financial interest or other relationship.
If you are a member, director, officer or employee of an organization formally partnered with the
education corporation that is doing business with the education corporation through a

management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."* 

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
		NO	<u> </u>	

	7
InanMul	8.2.20
Signature	Date



FOR INST	TTUTE USE ONLY
FILING F	OR SCHOOL YEAR:
DATE RE	CEIVED:

1.	Name of educ	ation corporation: $\widetilde{\mathcal{F}_{l}m}$	n Academy	
2,	Trustee's nam	ation corporation: <u>Faw</u> e (print): JIII K	Coski	
				etc.):
	To	acurer		
0	la Trusta a an a	and a second sec	somewhich?	No. If you shooked yes
8.			corporation?Yes. <u>/</u> ion you hold, your salary ar	
9.	your immediate the prior scho	te family members have he of year. If there has been	eld or engaged in with the noncommental interest	ormation) that you or any of education corporation during t or transaction, please write need not disclose again your
	Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or
			participate in discussion)	immediate family member (name))
			participate in discussion)	immediate family member

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Ptease	Write Horse	faplicable.	Do not leave this space blo	ink.



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR:
DATE RECEIVED:

1.	Name of educat	tion corporation: Finn	Academy	
		(print): Catie Y		
3.	Position(s) on b	oard, if any: (e.g., chair, trea	surer, committee chair, e	etc.):
	0000	+ Ren (	non-untin	a \
Q	ls Truston an on	nployee of the education co	rnoration? Yes V	No. If you checked yes
0.		a description of the position	• ———	
9.	your immediate the prior schoo "None." Please	e family members have held I year. If there has been n	or engaged in with the edo such financial interest	mation) that you or any of ducation corporation during or transaction, please write eed not disclose again your
	Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
		bone		
	Please W	rite "None" if applica	hla Do not legue	this anges blank

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please	write "None"	if applicable.	Do not leave this space blo	ink.

Signature Myland

7/21/2020



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR:
DATE RECEIVED:

1.	Name of educa	tion corporation:	Finn	Acade	n	У	
2.	Trustee's name	tion corporation:	a Ca	Herine	5	stowell	
3.	Position(s) on b	oard, if any: (e.g., cha	nir, treasu	urer, committee cha	air, e	etc.):	
	tr	ustee					
8.	Is Trustee an er	nployee of the educat	ion corpo	oration?Yes.	$-\lambda$	No. If you checked yes,	
8.	Is Trustee an er please provide	nployee of the educat a description of the po	tion corpo osition yo	oration?Yes. ou hold, your salary	and	No. If you checked yes, I your start date.	
9.	Identify each in your immediate the prior school "None." Please	a description of the pont aterest/transaction (and a family members have I year. If there has b	nd providue held or seen no s	de the requested in the same of the requested in the same of the same of the same of the such financial inter	nfor ne ec	Mo. If you checked yes, I your start date.  mation) that you or any of ducation corporation during transaction, please writeed not disclose again you	g e
	Identify each in your immediate the prior school "None." Please	a description of the posterest/transaction (all e family members have I year. If there has be note that if you answ	nd provide held or seen no s	de the requested in the regression of the regres	nfor ne ec est counc	mation) that you or any of ducation corporation during or transaction, please write eed not disclose again you	g e ır
	Identify each in your immediate the prior school "None." Please	a description of the posterest/transaction (all e family members have I year. If there has be note that if you answ	nd provide held or seen no swered ye	de the requested in the same of the requested in the same of the same of the same of the such financial inter	nforme est counce	mation) that you or any of ducation corporation during or transaction, please write eed not disclose again you	g e ır

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please	write "yone"	f applieable.	o not Jeave this space blo	ınk.

Signature

July 27, Jose

Form Revised November 16, 2015



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR:
DATE RECEIVED:

2. Ti	rustee's name	e (print):	ynthia t	t. Raj	
			O .	reasurer, committee chair,	etc.): Vice Chair
_	/= 10.000 <del>10.00</del>		1115 to 2000		
					No. If you checked yes,
				corporation?Yes on you hold, your salary ar	
pl — ). Id yc th "//	dentify each in our immediate he prior school	nterest/tran e family men of year. If the e note that	n of the position saction (and pubers have he here has been if you answere	on you hold, your salary and provide the requested infected or engaged in with the land such financial interest	
pl — D. Id yc th "N	dentify each in our immediate he prior school None." Please	nterest/trange family menol year. If the note that atus, salary,	n of the position saction (and pubers have he here has been if you answere	on you hold, your salary and provide the requested infected or engaged in with the land such financial interest	ormation) that you or any or education corporation during or transaction, please write need not disclose again you lidentity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family mombo

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
1	DNE			
Please	write "None" i	f applicable.	Do not leave this space blo	ink.

Signature 7/25/2020

Date



FOR INSTITUTE USE ONLY	_
FILING FOR SCHOOL YEAR:	
DATE RECEIVED:	

1.	Name of education corporation: Finn Academy: An Elmira Charter School					
2.	Trustee's name (print): Kathryn Coletta					
3.						
8.		nployee of the education co a description of the position				
	•	•				
9.	•	•	·	rmation) that you or any of ducation corporation during		
9.	your immediate the prior school	e family members have held Il year. If there has been n	or engaged in with the edo such financial interest	rmation) that you or any of		
9.	your immediate the prior schoo "None." Please	e family members have held Il year. If there has been n	or engaged in with the edo such financial interest	rmation) that you or any of ducation corporation during or transaction, please write		
9.	your immediate the prior schoo "None." Please	e family members have held Il year. If there has been note that if you answered	or engaged in with the edo such financial interest yes to Question 8, you n  Steps Taken to Avoid a	rmation) that you or any of ducation corporation during or transaction, please write leed not disclose again your		
9.	your immediate the prior schoo "None." Please	e family members have held Il year. If there has been note that if you answered	or engaged in with the end of such financial interest yes to Question 8, you n	rmation) that you or any of ducation corporation during or transaction, please write seed not disclose again your		
9.	your immediate the prior schoo "None." Please employment sta	e family members have held of year. If there has been note that if you answered atus, salary, etc.  Nature of Financial	or engaged in with the edo such financial interest yes to Question 8, you note to Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not	rmation) that you or any of ducation corporation during or transaction, please write leed not disclose again your  Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member		
9.	your immediate the prior schoo "None." Please employment sta	e family members have held of year. If there has been note that if you answered atus, salary, etc.  Nature of Financial	or engaged in with the edo such financial interest yes to Question 8, you note to Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not	rmation) that you or any of ducation corporation during or transaction, please write leed not disclose again your  Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member		
9.	your immediate the prior schoo "None." Please employment sta	e family members have held of year. If there has been note that if you answered atus, salary, etc.  Nature of Financial	or engaged in with the edo such financial interest yes to Question 8, you not steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	rmation) that you or any of ducation corporation during or transaction, please write leed not disclose again your  Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))		

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please Chemung Cana	write "None" Chemung Car	if applicable. I	o not leave this space bloomy husband (Chris Coletta)	nk. Abstain from v

Katie Coletta Digitally signed by Katie Coletta Date: 2020.07.20 13:23:48 -04'00'	07/20/2020
Signature	Date



Name of educat	tion corporation: Finn Acad	demy				
Trustee's name (print): A. Renée Sutton, Esq.						
Position(s) on b	oard, if any: (e.g., chair, trea	surer, committee chair, e	etc.): Chair			
	• •					
O. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.						
Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))			
	NONE					
- 1						
	Is Trustee an enplease provide a light the prior school "None." Please employment sta	Trustee's name (print): A. Renée Sutton, E. Position(s) on board, if any: (e.g., chair, treation continued in the position of the position of the position of the position of the prior school year. If there has been not "None." Please note that if you answered employment status, salary, etc.    Date(s)   Nature of Financial Interest/Transaction	Is Trustee an employee of the education corporation?YesX_please provide a description of the position you hold, your salary and ldentify each interest/transaction (and provide the requested infor your immediate family members have held or engaged in with the ethe prior school year. If there has been no such financial interest "None." Please note that if you answered yes to Question 8, you nemployment status, salary, etc.    Date(s)   Nature of Financial Interest/Transaction   Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)			

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
	NONE			
Please	write "None" i	f applicable. L	o not leave this space blo	nk.

a Bene Sula	08/03/2020
Signature	 Date

Form Revised November 16, 2015



FILING FOR SCHOOL YEAR:	
DATE RECEIVED:	

9.	Identify each in your immediate the prior school "None." Please	e family members have he of year. If there has been	provide the requested infor eld or engaged in with the e	rmation) that you or any of ducation corporation during or transaction, please write eed not disclose again your ldentity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
9.	Identify each in your immediate the prior school "None." Please	e family members have he of year. If there has been e note that if you answere	provide the requested infor eld or engaged in with the e	mation) that you or any of ducation corporation during or transaction, please write
8.	Is Trustee an er	nployee of the education of the position	corporation?Yes. $\underline{\chi}$	_No. If you checked yes,
3.	Position(s) on b		easurer, committee chair, e	tc.):
2.		(print): Maya Pa		
		1/1 (/		

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please	NON E-write "None"	f applicable.	Do not leave this space blo	ınk.

ManRoll	7/30/20
Signature	Date

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL

# 610 Lake Street Elmira, New York 14901

# July 8, 2019 6:00 PM

II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
		Present	Absent
Kathryı	n Coletta	x	
Jill Kosl	ki	x	
Maya F	Patel	x	
Cynthia	a Raj		x_
Katie S	towell	x	
Renée	Sutton	x	
Lynn W	/inner	x	
Nichole	e Bocage (parent representative)		x
Jenica I	Drehmer (parent representative)	x	-
Martin	a Baker (ex-officio)		x
Aimee	Ciarlo (ex-officio)	x	
Jeremy	Wheeler (ex-officio)	x	

ı.

CALL TO ORDER

## 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.

Many incredible field studies have been planned for the 2019 summer session. This year scholars will be making trips to Elmira College, Ithaca College and Corning Community College for college aspiration.

## V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete agenda items to include a resolution for Board officers vote under Governance.

So Moved: Jill Seconded: Lynn In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

None

### VII. PARENT REPRESENTATIVES REPORT

Parents felt the ice cream social hosted by FFC was a nice way to end the school year.

## VIII. COMMITTEE REPORTS

## A. FINANCE

**Resolution:** To approve the 2019-20 service agreement with Day Automation in the amount of \$1,663.00.

**Resolution:** To approve the renewal of services with NWEA for scholar benchmark assessments for the 2019-2020 school year in the amount of \$5,818.50.

**Resolution:** To approve the MOU with Future Leaders Incubator for services in the amount of \$8,800.00.

**Resolution:** To approve the proposal from Houghton Mifflin in the amount of \$20,878.47 for GoMath! curriculum materials for the 2019-2020 school year.

Resolution: To approve and empower COO to facilitate purchase of furnishings for new classrooms,

not to exceed amount budgeted for the 2019-2020 school year.

So Moved: Maya Seconded: Katie S In Favor: All

Opposed: None

### B. GOVERNANCE

A board retreat for strategic planning has been scheduled for July 24 at 5 PM.

Resolution: To approve the minutes from the May and June Board of Trustees meetings.

Resolution: To approve the proposed slate of officers: Renee Sutton as Board Chair, Cynthia Raj as Vice Chair, Jill Koski as Chair of the Finance Committee, Maya Patel as Secretary and Chair of the Governance Committee, and Lynn Winner as Chair of the Academics Committee

So Moved: Katie S Seconded: Lynn In Favor: All

Opposed: None

### C. ACADEMICS

Lynn and Jeremy summarized the recent Academics Committee meeting in which subcommittees, projected proficiencies, other data for board review, and special ed reporting were discussed.

## IX. REPORT OF THE LEADERSHIP TEAM

Finn now qualifies for free lunch program. Finn will be submitting a response to the SUNY report very soon. Staff have provided very positive feedback on the NYS retirement resolution.

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Jill Seconded: Maya In Favor: All

Opposed: None

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Maya Seconded: Renee In Favor: All

Opposed: None

# XI. ADJOURNMENT

Resolution to adjourn meeting at 7:45 PM.

So Moved: Lynn Seconded: Renee In Favor: All

Opposed: None

# AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL

# 610 Lake Street Elmira, New York 14901

# July 26, 2019 12:00 PM

L	CALL TO ORDER		
	The Regular Meeting of the Board of Trustees was called	ed to order at 12:20 PM b	y Renee.
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
Kathryi	n Coletta	Present	Absent x
Jill Kosl	ki	x	
Maya P	Patel	x	
Cynthia	a Raj	X	
Katie S	towell	<del>2 7</del> 8	x
Renée	Sutton	x	
Lynn W	/inner		x
Nichole	e Bocage (parent representative)	* <u>**********</u> *************************	x
Jenica I	Drehmer (parent representative)	x	
Martin	a Baker (ex-officio)		x
Aimee	Ciarlo (ex-officio)		x

Jeremy Wheeler (ex-officio)

## IV. WELCOME

## V. APPROVAL OF AGENDA

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

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

## VII. COMMITTEE REPORTS

#### A. GOVERNANCE

**Resolution:** To approve the revised mission statement for Finn Academy as presented for the renewal application to the State University of New York (SUNY).

**Resolution:** To approve the grade configuration as presented for the renewal application to SUNY.

**Resolution:** To approve the key design elements as presented for the renewal application to SUNY, and to empower the Leadership Team to make revisions as necessary for submission in the renewal application.

So Moved: Jill Seconded: Cynthia In Favor: All

Opposed: None

# VIII. ADJOURNMENT

Resolution to adjourn meeting at: 12:40

So Moved: Jill Seconded: Lynn In Favor: All

# Minutes OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# August 13, 2019 6:05 PM

II.	PLEDGE OF ALLEGIANCE		
	DOLL CALL		
III.	ROLL CALL	Present	Absent
Kathry	n Coletta	x	
Jill Kos	ki	/	x
Maya F	Patel	x	
Cynthia	a Raj	x	
Katie S	towell	x	
Renée	Sutton	x	
Lynn W	/inner	x	
Nichole	e Bocage (parent representative)		x
Jenica	Drehmer (parent representative)	x	
Martin	a Baker (ex-officio)	x	
Aimee	Ciarlo (ex-officio)	x	
Jeremy	Wheeler (ex-officio)	x	

I. CALL TO ORDER

## 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.

Another successful summer session has wrapped up. The session was very busy with over 30 field experiences across all grades. Attendance of summer session was excellent.

## V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete agenda items to include additional resolutions under finance and under governance.

So Moved: Katie S Seconded: Katie C In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

Mr. Kraft, parent of 3 Finn scholars came to voice his concerns about Finn becoming a K-6 school starting AY 20-21. Renee addressed his concerns and invited him to attend the upcoming Town Hall meeting on 8.15.

## VII. PARENT REPRESENTATIVES REPORT

Jenica reported that she has heard from many other parents who are feeling sad and apprehensive about the change. The board and school leadership thanked Jenica for fielding so many calls, texts, and facebook posts she has fielded in the past few days.

## VIII. COMMITTEE REPORTS

## A. FINANCE

**Resolution:** To approve the quote from CDW-G in the amount of \$6,767.40 for the purchase of staff computers.

**Resolution:** To approve the audit engagement letter from Lumsden & McCormick, LLP for the completion of the audit for the fiscal year ending June 30, 2019 in the amount of \$8,000.00.

**Resolution:** To approve the contract with Schindler Elevator Corporation in the amount of \$1,046.15 for elevator inspection services for the 2019-2020 school year.

Resolution: To approve payment to Empire Charter Consultants in the amount of \$3,960 for the 2019-

2020 school year.

**Resolution:** To approve the renewal of Cyber & Security Liability insurance policy for the amount of \$1,293.36 through Valicenti Insurance Services, Inc.

Resolution: To approve the June financial statements as prepared by Kirisits and Associates.

**Resolution**: To approve the Clinical Associates of the Southern Tier Employee Assistance Program Service Agreement for the 2019-2020 school year at a cost of \$25.00 per employee.

**Resolution**: To approve the transportation contract with Terps Enterprises for the 2019-2020 school year and empower the COO to facilitate and execute a final contract, with advisement from the Finn Academy legal team.

**Resolution**: To approve the bid from EOP, Inc. for catering services for the 2019-2020 academic year, in compliance with Finn Academy's participation in the National School Lunch Program and Community Eligibility Provision and empower the COO and Food Service Director to execute the contract with EOP upon legal review.

**Resolution**: To approve the quote from Wilson Restaurant Equipment in the amount of \$6,045.00 for the purchase and installation of a salad bar unit for food service.

**Resolution**: To approve the scopes of work and payment to Future Leaders Incubator for Exhibits B-D in the amounts of \$8,800; \$5,400; and \$8,800.

**Resolution**: To approve the proposal from Open Up Resources Inc. in the amount of \$14,563.00 for the purchase of ELA curriculum materials for the 2019-2020 school year.

**Resolution**: To approve the quote from Edgenuity in the amount of \$13,995.00 for assessment materials.

**Resolution**: To approve the quote from Engineering is Elementary in the amount of \$9,817.00 for curriculum materials.

**Resolution**: To approve the quote from Delta Education for FOSS Science Kits in the amount of \$19,764.00 for curriculum materials.

**Resolution**: To empower the Board Chair and the School Leadership to negotiate with Future Leaders Incubator for services for the AY 19-20

Resolution: To approve the quote from TCI History Alive, in the amount of \$14,045.20 for social studies curriculum materials.

So Moved: Katie S Seconded: Cynthia In Favor: All

**Resolution**: To approve the application to The Hartford, through Perry and Carroll Insurance agency, to purchase group life insurance with a premium amount of \$1,375.20.

So Moved: Katie S Seconded: Cynthia In Favor: Renee, Maya, Lynn

Abstained: Katie C Opposed: None

## **B. GOVERNANCE**

A second strategic planning session has been scheduled for Sept. 3 from 5-9.

**Resolution:** To approve the revisions to the Bylaws of the Board of Trustees of Finn Academy, as presented.

Resolution: To approve the revised Fiscal Policies and Procedures as presented.

Resolution: To approve the revised Family Handbook, as presented.

Resolution: To approve the revised Uniform Policy, 504 Policies, Admissions Policy, Health Services Policy, and Bullying, Harassment and Intimidation Policy, as presented, and empower the members of the Leadership Team to revise as needed per legal advisement.

Resolution: To approve the Organizational Chart changes as presented.

**Resolution:** To nominate Monica Ridosh to the Finn Board of Trustees and forward her application materials to SUNY Charter Schools Institute.

**Resolution**: To empower the school leadership team in working with our renewal consultants to complete and submit our renewal ap on August 15, 2019.

So Moved: Maya Seconded: Katie C In Favor: All

Opposed: None

# C. ACADEMICS

Finn achieved 91% proficiency on the NYS science assessment. ELA and Math scores have not yet been released.

## IX. REPORT OF THE LEADERSHIP TEAM

School leaders are focused on completing and submitting the renewal application. Aimee reported that Finn is fully

staffed for the AY 19-20 and that staff retention has improved this year.

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

Our guests from FLY are invited to join us for executive session.

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Katie C Seconded: Katie S In Favor: All

Opposed: None

## XI. ADJOURNMENT

Resolution: To accept the personnel packet as presented in executive session.

So Moved: Katie S Seconded: Cynthia In Favor: All

Opposed: None

Resolution to adjourn meeting at 7:57

So Moved: Maya Seconded: Lynn In Favor: All

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# September 9, 2019 6:00 PM

	DIFF OF ALLEGIANCE		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		/
		Present	Absent
Kathry	n Coletta	_x /	
Jill Kos	ki	x	
Maya	Patel	x	
Cynthi	a Raj	x_	I <del></del>
Katie S	Stowell	<u> </u>	x
Renée	Sutton	x	
Lynn V	Vinner	x	
Nichol	e Bocage (parent representative)		x_
Jenica	Drehmer (parent representative)	<del></del>	x
Martin	na Baker (ex-officio)	x	
Aimee	Ciarlo (ex-officio)	x	
Jerem	y Wheeler (ex-officio)	x	

ı.

CALL TO ORDER AT 6:17 by Renee

## IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Aimee described a great kick-off to the year, especially for kindergarten where orientation involved a skills screening that helped create balanced class lists.

## V. APPROVAL OF AGENDA

Resolution to approve as amended/add/table/delete agenda items to add the resolution to accept resignation of Jenica Drehmer as Parent Representative for the board.

So Moved: Jill Seconded: Maya In Favor: All

Opposed: None

#### VI. PUBLIC COMMENT

Carolyn Kinner addressed the board. She is looking into sending her daughter to school and considering Finn.

#### VII. PARENT REPRESENTATIVES REPORT

None.

## VIII. COMMITTEE REPORTS

## A. FINANCE

**Resolution:** To approve the purchase from Staples in the amount of \$1,139.00 for printing of Family Handbooks for the 2019-2020 school year.

**Resolution:** To approve the invoice from B&C Plumbing in the amount of \$3,833.75 for plumbing repairs and maintenance.

This includes the schools' locker rooms, which will be used by older scholars for fitness and dance, and other areas of the building.

Resolution: To approve the PSA with Integrated Systems in the amount of \$2,250.00.

**Resolution:** To approve the Service Agreement with MicroSolutions for IT services in the amount of \$3,921.95 per month.

This cost has increased over last year because our staff is larger and with more computers comes the need for more licenses, security, and software.

Resolution: To approve the purchase of laptop carts in the amount of \$3,322.17.

Resolution: To approve the purchase of scholar laptops from CDW in the amount of \$27,465.00.

This involves 125 additional laptops and will fill a laptop cart for each of 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade to use. These additional laptops will also help the school with NWEA testing.

**Resolution:** To approve the purchase of cafeteria tables from Hertz Furniture in the amount of \$4,369.00.

Three grades (5, 6, and 7) are eating meals in the cafeteria.

Resolution: To approve employment advertising in the amount of \$1,184.00 to Gannett.

So Moved: Lynn Seconded: Katie In Favor: All

Opposed: None

# B. GOVERNANCE

Jenica Dremer sent a letter of resignation as Parent Representative to the members of the Finn Board of Trustees via e-mail on Sept. 3, 2019. The board gratefully acknowledged Jenica's devotion to Finn and especially Finn's families, and the great service she provided in representing the interests and concerns of the schools' families' to the board, and vice versa. She did this work with fidelity, integrity, and sensitivity.

Governance committee will discuss how to go about finding a replacement for Jenica and to establish some policy around this issue. Maya will reach out to Nicole Bocage, the second current Parent Representative to the board, for her input.

The schedule of leadership evaluation meetings have been finalized and will be completed on or around September 20<sup>th</sup>.

Aimee reported on progress to develop an Alumni Association and her outreach to the ECSD regarding Finn 6<sup>th</sup> and 7<sup>th</sup> graders visiting the Elmira schools.

Resolution: To accept the resignation of Jenica Drehmer as Parent Representative to the board.

**Resolution**: To set the fixed number of voting members of the Finn Academy Board of Trustees at seven (7).

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

#### C. ACADEMICS

Academics Committee reviewed the current state assessment data by year and by cohort. Made some good observations and requests for more data that we will look at in our next meeting. Established a calendar for meetings the first Tuesday of every month.

Jeremy shared out a coaching and evaluation framework with teachers that will provide more data around teacher observations, frequency, feedback, and findings. He also shared work on developing systems aligned to SUNY feedback: classroom checklist for consistency, instructional/data templates for grade level team meetings, and recording minutes in the staff drive.

## IX. REPORT OF THE LEADERSHIP TEAM

Aimee discussed the reset room for scholars with lower level behavioral violations. It is designed to be a quiet place with reflection tools and the expectation is to increase engagement so that the scholar can practice skills, reset and get back to the classroom.

Martina provided an update on transportation appeal. The appeal is now with the office of the State Commissioner of Education and there is no clear time-line for resolution.

The board was also updated on enrollment. We are under our projection for the year. We are at 391 today, with still some more pending and more applications coming in by the day. Since we budgeted for 406 scholars, Lisa Kirisits is recasting the budget and will discuss with Martina soon.

A second town hall meeting is scheduled for Thursday September 19 at 5:30 and will be announced via Kaymbu, Wednesday folder, and social media.

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Jill Seconded: Maya In Favor: All

Opposed: None

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Maya Seconded: Lynn In Favor: All

Resolution: To accept personnel package as presented in Executive Session.

So Moved: Jill Seconded: Katie In Favor: All

Opposed: None

Abstaining from the vote pertaining to the 4<sup>th</sup> grade position: Renee

# XI. ADJOURNMENT

Resolution to adjourn the meeting at 7:40

So Moved: Katie Seconded: Jill In Favor: All

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# October 7, 2019 6:00 PM

II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
		Present	Absent
Kathryı	n Coletta	x	
Jill Kosl	ki	_x/	
Maya F	Patel	x	
Cynthia	a Raj		x
Katie S	towell		
Renée	Sutton	x	
Lynn W	/inner		x
Nichole	e Bocage (parent representative)		x
Martin	a Baker (ex-officio)	x	<del></del>
Aimee	Ciarlo (ex-officio)	x	
Jeremy	Wheeler (ex-officio)		x

I. CALL TO ORDER

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Finn has added "Scholar Shout Outs" to morning announcements as positive reinforcement for their efforts in kindness and other school norms.

In response to parent-feedback from the recent Town Hall meeting, an e-mail was sent out to all parents/families announcing tonight's board meeting.

## V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete agenda items to include a resolution to accept the audited financial statements and the resolution under governance to alternate board meeting times between Mondays and Wednesdays.

So Moved: Katie Seconded: Maya In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

None

## VII. PARENT REPRESENTATIVES REPORT

None

## VIII. COMMITTEE REPORTS

# A. FINANCE

Thomas Burns via conference call reviewed the auditor's report for the board. He stated up front that his organization has given Finn Academy a clean opinion, which is the best one can earn. He also complimented the managers of Finn's financial statements for the quality of those statements and interactions with management

Other highlights: the school has adopted a new non-profit accounting standard, there is no management letter because there were no significant deficiencies, have noticed significant improvement in compilation of student files.

Lisa Kirisits then presented the June financial statements in comparison to the AY18-19 budget. Current enrollment is below budget, but Lisa prepared a conservative budget and is not concerned. As soon as the school realized enrollment was lower than expected, she and Martina began conferring. They will meet this week to do some recasting before pulling in the Finance Team again. She also reviewed the July statements.

New Business: Presentation of annual audit by Lumsden & McCormick, LLP.

Resolution: To approve payment to Grassroots Workshops in the amount of \$1,485.00 for professional

development for staff.

Resolution: To approve the June and July Financial Statements as prepared by Kirisits and Associates.

Resolution: To accept the audited financial statements as presented by Thomas Burns from Lumsden

& McCormick, LLP.

So Moved: Seconded: Jill Katie In Favor: All

Opposed: None

## B. GOVERNANCE

Board discussed and approved the AY 19-20 goals for each school leader.

Renee requested moving alternate board meetings to Wednesdays so that the board could also work with representatives from Future Leaders Incubator during their scheduled visits to the school.

Resolution: To amend the FOIL policy to name the COO the Foil Officer, replacing the Dean of Scholars.

Resolution: To approve the minutes from the September meeting of the Board of Trustees.

Resolution: In the months of Dec, Feb, April and June to move board meetings to the 2<sup>nd</sup> Wednesday of

the month, still at 6 PM.

Seconded: Jill In Favor: All So Moved: Maya

Opposed: None

#### C. ACADEMICS

Academics committee will on October 15.

#### IX. REPORT OF THE LEADERSHIP TEAM

Aimee reviewed the data dashboard and updated the board on the school's recent pre-visit phone call with SUNY. MB reviewed negotiations with FLI for leadership and board development.

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below)	Reso	lution:	To move in	to Executive	Session	for pur	pose 1.f	(below)	):
--	------	---------	------------	--------------	---------	---------	----------	---------	----

So Moved: Maya Seconded: Jill In Favor: all

Opposed: none

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Jill Seconded: Katie In Favor: All

Opposed: None

Resolution: to accept the personnel package as presented in Executive Session.

So Moved: Katie Seconded: Maya In Favor: All

Opposed: None

# XI. ADJOURNMENT

Resolution to adjourn meeting at:

So Moved: Maya Seconded: Jill In Favor: all

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# November 4, 2019 6:00 PM

L	CALL TO ORDER at 6:07 by Renee Sutton		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
		Present	Absent
Kathry	n Coletta	x	
Jill Kos	ski	x	
Maya	Patel	x	
Cynthi	ia Raj	x	
Katie S	Stowell	x	
Renée	Sutton	x	
Lynn V	Vinner	x	
Nichol	e Bocage (parent representative)		x_
Martir	na Baker (ex-officio)	x	
Aimee	Ciarlo (ex-officio)	x	
lerem	v Wheeler (ex-officio)		v

## IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Finn's 5<sup>th</sup> annual Veteran's Day breakfast will happen this week. This is a great opportunity for kids to honor local community of Vets. In the past 80-100 guests have attended. It is also a great opportunities for conversations about core values.

#### V. APPROVAL OF AGENDA

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

So Moved: Jill Seconded: Lynn In Favor: all

Opposed: none

## VI. PUBLIC COMMENT

Catie Hatch from FFC reported that FFC is gifting a Finn Academy flash-light keychain for each veteran who attends.

#### VII. PARENT REPRESENTATIVES REPORT

After serving the board since Finn opened its doors, Nicole Bocage is stepping down from her role as parent representative. Members of the board expressed their deep gratitude for all of her work in communicating with families and bringing their concerns and feedback to the board, and for her very thoughtful contributions to board discussions.

## VIII. COMMITTEE REPORTS

## A. FINANCE

Martina provided an update on Finn's fiscal policies for CSI. A member of the Kirisits team is working toward completing the update in December.

Martina is working with Lisa Kirisits to recast the budget to better reflect actual (vs. predicted) enrollment. Her goal is to have the budget ready for the December board meeting.

Finn was recently awarded a \$9,500.00 grant from the Leprino Foods foundation.

Resolution: To approve payment to Copy Express in the amount of \$2,049.20 for curriculum materials.

**Resolution:** To approve the proposal from Bill's Plumbing, Heating and Air Conditioning in the amount of \$3,635.

So Moved: Maya Seconded: Katie In Favor: all

#### **B. GOVERNANCE**

Governance will meet On Nov. 21 at 4 PM to discuss several items, including revising bereavement leave, enrollment plan, policy for replacing our parent representatives, and next steps in convening a transition committee for students completing their final years at Finn.

Resolution: To approve the minutes from the October meeting of the Board of Trustees.

Resolution: To reelect Trustee Jill Koski to a two-year term on the Board of Trustees.

**Resolution:** To amend the school calendar to make December 2<sup>nd</sup> and January 27<sup>th</sup> full Conference Days

for staff.

So Moved: Katie Seconded: Jill In Favor: all Opposed: None

C. ACADEMICS

Academics committee will meet Nov. 7th.

## IX. REPORT OF THE LEADERSHIP TEAM

Martina discussed trying to get completed CEP forms back from all Finn families to more accurately report the number of eligible students at Finn. This number is extremely important because it is how we calculate our proportion of economically disadvantaged students. Finn's academic performance is judged annually against that of schools with similar numbers of economically disadvantaged students by SUNY.

Our last billing of the ECSD was Oct 1st and we were underpaid by approximately \$100,000.

Aimee and Martina recently attended the New York Charter Schools Conference in Syracuse

The SUNY board of trustees will vote on the CSI recommendations for charters that submitted renewal applications this year on Feb. 25, 2020.

# X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None.

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Katie S. Seconded: Lynn In Favor: All

Opposed: None.

Resolution: To accept the personnel package as presented

So Moved: Jill Seconded: Katie C. In Favor: All

Opposed: None.

# XI. ADJOURNMENT

Resolution to adjourn meeting at: 8:00 PM

So Moved: Cynthia Seconded: Lynn In Favor: All

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# December 11, 2019 6:00 PM

l.	CALL TO ORDER at 6:07 by Jill Koski		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL	Present	Absent
Kathryr	n Coletta		
Jill Kosk	ci	x	
Maya P	atel	<del></del>	x
Cynthia	ı Raj	x	
Katie St	cowell	x	
Renée S	Sutton		x
Lynn W	linner	x	
Martina	a Baker (ex-officio)		x
Aimee	Ciarlo (ex-officio)	x	3-1
Jeremy	Wheeler (ex-officio)	x	

# IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Finn is continuing its tradition of the Owl Giving Tree for the holiday. About 30 families are participating.

## V. APPROVAL OF AGENDA

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

So Moved: Cynthia Seconded: Lynn In Favor: all

Opposed: none

## VI. PUBLIC COMMENT

None

## VII. PARENT REPRESENTATIVES REPORT

None

## VIII. COMMITTEE REPORTS

#### A. FINANCE

Resolution: To approve the October financial statements as prepared by Kirisits and Associates.

Resolution: To approve the revised Fiscal Policies and Procedures as prepared by Kirisits and Associates.

Resolution: To approve the proposal from Integrated Systems in the amount of \$1,274.04 for telephone

installation.

Resolution: To approve the proposal in the amount of \$2,540 from Micro Solutions.

Resolution: To approve the proposal from Goldhawk HR Consulting as presented.

So Moved: Lynn Seconded: Katie In Favor: all

Opposed: None

## B. GOVERNANCE

Governance will meet On Nov. 21 at 4 PM to discuss several items, including revising bereavement leave, enrollment plan, policy for replacing our parent representatives, and next steps in convening a transition committee for students completing their final years at Finn.

Resolution: To approve the minutes from the November meeting of the Board of Trustees.

Resolution: To approve the 2019-2020 CEP Meal Charge Policy as presented.

Resolution: To approve the Child Nutrition Programs Civil Rights Complaint Procedure as presented.

**Resolution:** To approve the job description and protocols for electing Parent Representatives to the Board of Trustees.

So Moved: Katie Seconded: Lynn In Favor: all

Opposed: None

C. ACADEMICS

Academics committee met Nov. 7th

## IX. REPORT OF THE LEADERSHIP TEAM

Aimee Ciarlo and Jeremy Wheeler presented the dashboard which included data and status reports for discipline, scholar enrollment, scholar attendance, expenditures, district billing, support services, and scholar proficiency. Also enrollment sessions have started.

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Cynthia Seconded: Lynn In Favor: All

Opposed: None.

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Katie Seconded: Lynn In Favor: All

Opposed: None.

Resolution: To accept the personnel package as presented

So Moved: Katie Seconded: Lynn In Favor: All

Opposed: None.

#### X. ADJOURNMENT

Resolution to adjourn meeting at: 6:30 PM

So Moved: Lynn Seconded: Katie In Favor: All

# AGENDA OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# February 10, 2020 6:00 PM

L	CALL TO ORDER 6:04 by Renee Sutton		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
		Present	Absent
Kathry	n Coletta	x	/
Jill Kos	ki	x	1
Maya I	Patel	_x	
Cynthi	a Raj	x	
Katie S	towell	x	<u> </u>
Renée	Sutton	x	
Lynn W	Vinner		x
Martin	a Baker (ex-officio)	x	T
Aimee	Ciarlo (ex-officio)		x
Jeremy	/ Wheeler (ex-officio)	x	

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

SUNY is setting up a satellite meeting at Binghamton University for FINN to participate in the Board vote for charter renewal. A group from FINN will be in attendance to hear the vote and answer questions from SUNY board members.

## V. APPROVAL OF AGENDA

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

So Moved: Jill Seconded: Katie In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

## VII. PARENT REPRESENTATIVES REPORT

None.

### VIII. COMMITTEE REPORTS

Lisa and Angel from Kirisits and Associates attended this meeting. They spend the day meeting with Leah and Martina on next year's budget. Lisa reviewed the latest financial statements for the Board.

#### A. FINANCE

**Resolution:** To approve the quote from Local IQ Recruitment for advertising in the amount of \$2162.95.

**Resolution:** To approve the revised November and December financial statements as presented by Kirisits and Associates.

So Moved: Maya Seconded: Katie S In Favor: All

Opposed: None

# B. GOVERNANCE

Resolution: To approve the minutes from the January meeting of the Board of Trustees.

Resolution: To approve/elect the candidate to the role of Parent Representative on the Board of

Trustees.

So Moved: Jill Seconded: Katie C In Favor: All

Opposed: None

#### C. ACADEMICS

Academics committee met at 5 PM 2/10/20. Jeremy provided a recap of the integrated co-teaching model proposal presented at that meeting. The board discussed the pros and cons of the proposal and asked Jeremy to discuss with the fourth grade teaching team. The board will review their responses at a special meeting to be scheduled for next week.

## IX. REPORT OF THE LEADERSHIP TEAM

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purposes 1.d. and 1.f (below):

So Moved: Jill Seconded: Katie C. In Favor: All

Opposed: None

(1. 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: d. discussions regarding proposed, pending or current litigation; 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)

Resolution: To return from Executive Session.

So Moved: Jill Seconded: Katie C. In Favor: All

Opposed: None

Resolution: To accept the personnel packet.

So Moved: Katie S. Seconded: Jill In Favor: All

Opposed: None

**Resolution:** To allow the Finance Committee Chair to execute the retainer agreement between Whiteman Osterman & Hanna for representation in pending litigation.

So Moved: Maya Seconded: Cynthia In Favor: All

Opposed: None

# XI. ADJOURNMENT

Resolution to adjourn meeting at: 8 PM

So Moved: Cynthia Seconded: Jill In Favor: All

# MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# February 19, 2019 4:30 PM

L	CALL TO ORDER		
	The Special Meeting of the Board of Trustees was calle	d to order at 4:38_PM by	Renee
II.	PLEDGE OF ALLEGIANCE	/	
III.	ROLL CALL	Present	Absent
Kathryn	n Coletta	x	Absent
Jill Kosk	ii	<u>x</u>	~ ~
Maya P	atel	x	
Cynthia	Raj	x	
Katie St	owell		x
Renée S	Sutton	x	9
Lynn W	inner	x	
Martina	a Baker (ex-officio)	x	- 7
Aimee (	Ciarlo (ex-officio)	x	77
Jeremy	Wheeler (ex-officio)	x	- 9

IV. WELCOME

## V. APPROVAL OF AGENDA

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

So Moved: Lynn Seconded: Katie C. In Favor: All

Opposed: None

### VI. PUBLIC COMMENT

None.

#### VII. COMMITTEE REPORTS

- A. FINANCE
- B. GOVERNANCE
- C. ACADEMICS

#### VIII. REPORT OF THE LEADERSHIP TEAM

Jeremy and Theresa presented a plan for establishing two integrated co-teaching classrooms at Finn for the near future. They also presented feedback from teachers that would be affected by a switch over to this model in those grade levels.

The board discussed the pros, cons, teacher feedback, anticipated parent concerns, and feedback from SUNY's renewal recommendation document and visit. The board also heard from Jeremy that more special education referrals are expected in the near future.

Consensus was that making classroom changes this close to state testing seemed imprudent, as did making classroom changes after testing in March did not seem like an effective approach either. This provides ample time for further planning and training for potential implementation in AY 20-21.

## IX. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.f (below):

So Moved: Lynn Seconded: Jill In Favor: All

Opposed: None

(1.f. 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;)

Resolution: To return from Executive Session

So Moved: Katie C Seconded: Maya In Favor: All

Opposed: None

# X. ADJOURNMENT

Resolution to adjourn meeting at: 7 pm

So Moved: Jill Seconded: Lynn In Favor: All

# AGENDA OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# March 9, 2020 6:09 PM

	NED OF OF ALLEGIANCE			
II.	PLEDGE OF ALLEGIANCE			
III.	ROLL CALL			
		Present	/	Absent
Kathry	n Coletta	x	/ .	
Jill Kos	ki	x		
Maya I	Patel	x		
Cynthi	a Raj	x		
Katie S	towell	-	,	x
Renée	Sutton	x	le*	
Lynn W	/inner	_x		
Martin	a Baker (ex-officio)	x	ē	
Aimee	Ciarlo (ex-officio)	x		
Jeremy	/ Wheeler (ex-officio)	x	:	
Catie H	latch (parent representative, ex-officio)	x		,

I. CALL TO ORDER

## IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Aimee shared some ways in which the Finn Staff community has come together to support families: raised money to help support family with unforeseen medical expenses, attended services for another scholar who lost her mom, donation to the American Cancer Society.

## V. APPROVAL OF AGENDA

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

So Moved: Jill Seconded: Lynn In Favor: All

Opposed: None

## VI. PUBLIC COMMENT

None.

## VII. PARENT REPRESENTATIVES REPORT

Catie Hatch reported that Finn Family Crew has had their kick off meeting for the gala. It will be at White Hollow Acres and they are looking for sponsors and donations for silent auction. FFC's next movie night is coming up the 27<sup>th</sup> for K-4 and a Finnwear sale is coming up in the next week or so. Some parents have asked her when Finn will add more elements to its playground.

## VIII. COMMITTEE REPORTS

#### A. FINANCE

Martina reported on the budget process - we now have a first base-line budget. She is compiling a folder with information on grants to pursue. She also has a meeting scheduled for next week with officials from the Elmira City School District about transportation for Finn scholars in the fall.

Resolution: To approve the Service Agreement with Alsco.

Resolution: To approve the January financial statements as presented by Kirisits and Associates.

Resolution: To approve Exhibit G from Future Leaders Incubator and empower COO to execute the

agreement for services.

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

#### B. GOVERNANCE

Finn's HR consultant recommended we add three policies. The Governance Committee reviewed and approved these at its last meeting. Aimee reported on where we are with enrollment with 2 enrollment sessions yet to go.

Resolution: To approve the minutes from the February meeting of the Board of Trustees.

Resolution: To approve the employee Leave of Absence Policy, Reproductive Health Decision Making

Policy, and Anti-Bullying Policy.

Resolution: To approve the Facility Use Policy and empower the COO to work with counsel to revise as

needed.

So Moved: Katie C Seconded: Jill In Favor: All

Opposed: None

## C. ACADEMICS

The committee is scheduling its next meeting and will review mock assessment data.

## IX. REPORT OF THE LEADERSHIP TEAM

ELA state tests are on the horizon. Finn is planning another motivational kick off. Scholars will get tickets when they show determination in their school work and can use the tickets toward different things.

Aimee reviewed current enrollment and attendance.

Theresa reviewed a dashboard for special education scholars: number of current referrals, those in process, future staffing needs, and the status of state funding for special education scholars at Finn.

Jeremy discussed his expectations for scholar performance in the upcoming state tests based on a set of mock assessments conducted in the school. Jeremy will provide a breakdown of student projected proficiency at the next Academics Committee meeting.

Aimee reported on communication from NYSED on preventative measures for the corona virus and flu in general. Pete Bosetti from the County Health Department sent her materials and she sent out an information sheet.

## X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.d and 1.f (below):

So Moved: Jill Seconded: Lynn 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: d. discussions regarding proposed, pending or current litigation; 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.)

Resolution: To return from Executive Session

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

Resolution: To approve personnel package and accept the resignation.

So Moved: Jill Seconded: Katie C. In Favor: All

Opposed: None

## XI. ADJOURNMENT

Resolution to adjourn meeting at 7:30

So Moved: Cynthia Seconded: Lynn Favor: All

# MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

# April 20, 2020 6:00 PM

L	CALL TO ORDER at 6:15 by Maya Patel		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL -	Present	Absent
Kathry	n Coletta	/	x
Jill Kos	ski	x	
Maya	Patel	x	
Cynthi	ia Raj	x	
Katie S	Stowell	x	
Renée	Sutton	x	
Lynn V	Vinner	x	
Martir	na Baker (ex-officio)	x	
Aimee	Ciarlo (ex-officio)	x	
Jerem	y Wheeler (ex-officio)	x	
Catie I	Hatch, Parent Rep (ex-officio)	x	

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Finn's food service is still providing 80 meals every MWF for our families. We have also been providing information to families about other organizations in the area that are providing meals. Other organizations admitting anyone to provide meals. Finn's teaching and leadership staff are also going above and beyond to reach out to scholars and families and delivering food, materials, and computers. The school is also providing a book pick up for families who need reading material for their scholars.

## V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete a resolution under finance.

So Moved: Jill Seconded: Kaite S In Favor: All

Opposed: None

VI. PUBLIC COMMENT

VII. None

## VIII. PARENT REPRESENTATIVES REPORT

Catie Hatch reported that FFC is planning to order and deliver books for each Finn scholar. She also reported that many parents felt overwhelmed at the beginning of the school closure, and that leadership and staff have done an amazing job compared to her view of what other schools are doing to help their students. She feels that folks are settling in to a new normal by now. She also heard from a parent that is grateful for the food Finn is providing, that they are providing a substantial amount and variety, and willing to help with other siblings in the household.

Finn Family Crew is also planning something for teacher appreciation week.

## IX. COMMITTEE REPORTS

## A. FINANCE

Lisa Kirisits reported that at the end of the year Finn should have a positive balance. She also reviewed the draft 990 document with the Board.

**Resolution:** To approve the draft March financial statements as presented by Kirisits and Associates.

Resolution: To approve the renewal with Bullseye in the amount of \$8,200.00.

Resolution: To approve payment to Day Automation in the amount of \$1,071.41.

Resolution: To approve payment to DeMuth Electric in the amount of \$5,022.44.

Resolution: To approve the draft 990 and approve auditors to file on behalf of Finn Academy.

Resolution: Upon consultation from our CFO to increase the line of credit to an amount not exceeding 250,000 and to authorize the COO and Board chair to effectuate those documents as may be required by our lender.

So Moved: Maya Seconded: Jill In Favor: All

Opposed: None

#### **B. GOVERNANCE**

**Resolution:** To approve the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus).

Martina reviewed the policy and its relevance to staff. Lisa agreed that this is a nice package for both employer and employee.

Aimee sent an enrollment breakdown for AY 20-21. There is only need for a lottery for 1<sup>st</sup> and 3<sup>rd</sup> grades. Martina reached out to our auditor and the plan is to hold the lottery remotely, live stream it and post a recording.

So Moved: Kate S Seconded: Cynthia In Favor: all

Opposed: None

#### C. ACADEMICS

Academics committee has not met this month. Jeremy outlined the phases of Finn's academic continuity plan.

Weekly professional development, grade level meetings, technology and structural support from Kyle Lambert are all still happening. He and his team are working hard to support families and scholars acclimate to on-line teaching format, maintain consistency while providing flexibility, synchronous and asynchronous instruction to maximize participation and engagement.

Theresa reported on the challenges of supporting special education scholars through on-line instruction. Finn is on the right track and are doing what we need to do to be compliant. She has met with school district and GST Boces to make sure we are providing a free and appropriate public ed and the state has given us a lot of flexibility.

Renee asked leadership to put together a summary of items for the Board to consider for next school year in the event of a reduced budget.

#### X. REPORT OF THE LEADERSHIP TEAM

Aimee asked the board to consider what the next dashboard should look like, considering the changes to remote learning. Renee would like weekly updates.

Martina updated the board on the status of our state intercepts, and the transportation meeting with the Elmira City School District that was supposed to be held last month was rescheduled for the upcoming Thursday. There is still no word on the appeal filed with the Commissioner of Education.

#### XI. ADJOURNMENT

Resolution to adjourn meeting at:

So Moved: Jill Seconded: Katie S. In Favor: All

Opposed: None

#### MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

#### May 11, 2020 6:00 PM

II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		/
		Present	Absent
Kathryı	n Coletta	/	x
Jill Kosl	ki	_x/	
Maya F	Patel	x	-
Cynthia	a Raj	x	-
Katie S	towell	x	
Renée	Sutton	x	
Lynn W	/inner	x	
Martin	a Baker (ex-officio)	x	
Aimee	Ciarlo (ex-officio)	x	
Jeremy	Wheeler (ex-officio)	x	
Catie H	latch, Parent Rep (ex-officio)	x	

ı.

CALL TO ORDER at 6:07 by Renee Sutton.

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Today's mission moment focused on celebrating Finn's teachers during Teacher Appreciation Week.

#### V. APPROVAL OF AGENDA

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

So Moved: Jill Seconded: Maya In Favor: All

Opposed: None

#### VI. PUBLIC COMMENT

None

#### VII. PARENT REPRESENTATIVES REPORT

Catie Hatch, Parent Representative shared that parents seem to be adjusting, but some better than others. Some parents are still struggling and that for some scholars in older grades school-work is taking 5-6 hours a day. Catie is also concerned about what to expect when she and her husband go back to work in a few weeks and her kids are in daycare, rather than in school. Some families also have very limited internet.

Some parents have been asking when they can come to the school to collect their child's belongings from the classroom and locker. Others are asking about whether scholars can go back to school for summer session.

Aimee will be sending out a survey to families to address some of these questions.

#### VIII. COMMITTEE REPORTS

#### A. FINANCE

Martina reported on her most recent budget meeting with Lisa Kirisits and a recent meeting with persons from the Elmira City School District about transportation for Fall 2020.

Lisa Kirisits reported that she has been following SUNY's meetings. Though SUNY has advised schools keep state aid flat for their budgeting process, Lisa reduced it by 2% in her budgeting process to be cautious. SUNY has asked all schools to add a line called COVID reserve (2-5%).

Finance committee will meet next week.

#### B. GOVERNANCE

Governance committee will meet next week

Resolution: To appoint Jeremy Wheeler as Data Privacy Officer for Finn Academy.

Resolution: To approve the minutes from the March and April Regular Meetings of the Board of

Trustees.

Resolution: To create a Reentry Planning Committee as an ad hoc committee of the Board of Trustees.

So Moved: Kaite Seconded: Lynn In Favor: All

Opposed: None

#### C. ACADEMICS

The Academics Committee met this afternoon and focused on what data points are needed to inform how we successfully return to school. Finn needs to gather information from parents, teachers, and other stakeholders and consider/develop multiple scenarios.

#### IX. REPORT OF THE LEADERSHIP TEAM

Aimee shared attendance data for the first week or remote teaching/learning. Teachers are tracking student attendance through daily check ins. Overall attendance has been very good.

#### X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.d and 1.f (below):

So Moved: Katie Seconded: Jill 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: d. discussions regarding proposed, pending or current litigation; 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.)

Resolution: To return from Executive Session

So Moved: Maya Seconded: Cynthia In Favor: All

Opposed: None

Resolution: To approve the personnel resolution as presented in executive session

So Moved: Jill Seconded: Katie In Favor: All

Opposed: None

XI. ADJOURNMENT

Resolution to adjourn meeting at: 8:10

So Moved: Maya Seconded: Cynthia In Favor: All

Opposed: None

# MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

#### May 27, 2020 5:05 PM

CALL TO ORDER at 5:04 by Renee Sutton.		
PLEDGE OF ALLEGIANCE		
ROLL CALL	Present	Absent
n Coletta	x	
ci .		x
atel	_x	<del></del>
Raj	X	
cowell	x	
Sutton	x	
inner	X	
a Baker (ex-officio)	x	
Ciarlo (ex-officio)	x	
Wheeler (ex-officio)	x	
atch, Parent Rep (ex-officio)	x	<del></del>
	PLEDGE OF ALLEGIANCE  ROLL CALL  Coletta  ii  atel  Raj  owell  Sutton  inner  a Baker (ex-officio)  Ciarlo (ex-officio)  Wheeler (ex-officio)	PLEDGE OF ALLEGIANCE           ROLL CALL         Present           a Coletta

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

#### V. APPROVAL OF AGENDA

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

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

#### VI. PUBLIC COMMENT

None

#### VII. COMMITTEE REPORTS

#### A. FINANCE

The Board discussed the possibility of applying for the Payroll Protection Plan. Lisa Kirisits presented facts about the program and the amount of money for which we could apply. Martina reported on her conversation with our lender and the paperwork involved in applying for the loan. She also reported on her discussion about applying for PPP money with Empire Charter Consultants.

Resolution: To authorize the Chief Operations Officer, in consultation with our attorneys, Whiteman, Osterman and Hanna LLP, and our Chief Financial Officer, Lisa Kirisits and Associates, to submit an application for the Payroll Protection Plan in an amount not to exceed \$650,000 should the program requirements change such that Finn Academy An Elmira Charter School becomes eligible after June 30<sup>th</sup>.

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

#### B. GOVERNANCE

The Board discussed moving the end date for the current school year to an earlier date. All of the other local school districts have elected to end the school year in the middle of June. Teachers and scholars worked through what would have been spring break. Moving the end date for Finn's current AY to June 17 still meets the 180-day requirement.

The Board also discussed cancelling Summer Session for scholars for this year. Were we to continue with the plan for Summer Session 2020, it would have to be through remote learning. School leaders recommended that this time could be better spent in professional development and planning for teachers to better prepare everyone for re-entry and a blended learning environment for the next school year.

Aimee presented a draft school calendar for AY 20/21. This calendar has a start date of Thursday Sept. 4 for Kindergarten scholars, and Tuesday Sept. 8 for all other scholars. These dates may or may not be the dates that scholars return to the building. That date will be determined by the governor.

Resolution: To change the end date for AY 19/20 to June 17, 2020.

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

**Resolution**: To empower school leaders, after consultation with our authorizer, SUNY CSI, to amend the AY 19/20 school calendar to reflect that there will be no formal Summer Session for scholars during July 2020.

So Moved: Katie Seconded: Maya In Favor: All

Opposed: None

**Resolution**: To empower school leaders to conduct professional development for teachers, in lieu of Summer Session 2020, in preparation for re-entry to school and the unique challenges anticipated for AY 20/21.

So Moved: Lynn Seconded: Katie In Favor: All

Opposed: None

Resolution: To accept the school calendar for AY 20/21 as presented.

So Moved: Maya Seconded: Cynthia In Favor: All

Opposed: None

#### XI. ADJOURNMENT

Resolution to adjourn meeting at: 6:15

So Moved: Cynthia Seconded: Lynn In Favor: All

Opposed: None

#### Minutes OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

#### June 8, 2020 6:00 PM

II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL		
		Present	Absent
Kathryn	ı Coletta	x	
Jill Kosk	i	x	
Maya P	atel	x	1 to 1 to 1
Cynthia	Raj	x	
Katie St	owell	x	
Renée S	Sutton	x	2 <del>-2-3</del>
Lynn W	inner	x	
Martina	a Baker (ex-officio)	x	
Aimee (	Ciarlo (ex-officio)	x	
Jeremy	Wheeler (ex-officio)	_x	
Catie H	atch, Parent Rep (ex-officio)	x	

CALL TO ORDER by Renee at 6:03.

ı.

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Aimee described Finn's efforts to celebrate the graduating 6<sup>th</sup> and 7<sup>th</sup> graders: an outdoor mural designed with scholar's hand-prints and names, commemorative T-shirt and a slide show with speeches and photos sent out to families. Finn will also host a Semper Scholares event for these scholars on Wednesday night. Staff will line the streets surrounding the school with signs and balloons.

#### V. APPROVAL OF AGENDA

Resolution to approve/amend/add/table/delete resolutions under Governance regarding minutes, renewal of trustees and the 403b document.

So Moved: Maya Seconded: Katie C In Favor: All

Opposed: None

#### VI. PUBLIC COMMENT

None

#### VII. PARENT REPRESENTATIVES REPORT

None

#### VIII. COMMITTEE REPORTS

#### A. FINANCE

Martina has begun purchasing PPE for re-entry.

These items are being ordered in under this year's budget which will be a savings for next year.

Resolution: To approve the quote from Vasco in the amount of \$2,890.68.

Resolution: To approve the quote from Edgenuity in the amount of \$10,995.00.

Resolution: To approve the quote from Houghton Mifflin for GoMath in the amount of \$13,478.24.

So Moved: Lynn Seconded: Jill In Favor: All Opposed: None

#### **B. GOVERNANCE**

The Re-entry committee has met twice thus far, and there are 4 subcommittees: operations, social-emotional learning/culture, and academics. These subcommittees will meet next week to develop guiding questions for data collection.

**Resolution:** To approve the minutes from regular meeting of the board May 11 and the special meeting of the board May 27.

Resolution: To empower the Leadership Team, in coordination with legal counsel, to finalize the data security and privacy policy required by NY Education Law Section 2-D.

Martina anticipates the final policy will be ready to share with the board by the end of the month.

Resolution: To schedule a Special Meeting of the Board to be held on June 22 at 6:00 PM

Resolution: To authorize the amendment to the 403b plan document as presented.

So Moved: Jill Seconded: Lynn In Favor: all

Opposed: None

Resolution: To reappoint Cynthia Raj and Katie Coletta to the FA board of trustees, both for 2 year terms

ending May 31, 2022.

So Moved: Maya Seconded: Jill In Favor: all

Opposed: None

Abstained: Katie Coletta and Cynthia Raj

**Resolution:** To reappoint Renee Sutton and to the FA board of trustees, moving into the available five-year term, ending May 2025.

So Moved: Katie Seconded: Maya In Favor: all

Opposed: None

Abstained: Renee Sutton

#### C. ACADEMICS

The academics committee met June 4 and discussed re-entry, testing, and curriculum. The committee also reviewed data collected during remote teaching on scholar participation. Jeremy summarized the trends from this data are informing re-entry planning. He also discussed guidance from SUNY on what measures

to use for accountability.

#### IX. REPORT OF THE LEADERSHIP TEAM

Aimee shared updated attendance data collected daily during school closure. Throughout remote teaching, attendance remained in the 90%-100% range. Aimee also updated the board on Finn's process for transitioning 6<sup>th</sup> and 7<sup>th</sup> graders out of Finn. All of the 6<sup>th</sup> and 7<sup>th</sup> graders leaving Finn for the Elmira City School District this year will be going to the same school building as the ECSD has changed its configuration, grouping 7<sup>th</sup> and 8<sup>th</sup> grade together in the same school.

Martina discussed the PPP application, which was submitted to Chemung Canal Trust. She is also submitting a grant application to the Community Foundation. This is an unrestricted grant for operational support over two years (upto 30K per year). Martina also reported that Finn's food service will terminate on June 19. Martina acknowledged Lia Navone's outstanding efforts to feed Finn's families. She also acknowledged the Food Bank of the Southern Tier, which has provided great support in the form of boxes of produce. Finn will provide information to families on various meal distribution sites throughout the area this summer.

#### X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.d and 1.f (below):

So Moved: Cynthia Seconded: Katie S. 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: d. discussions regarding proposed, pending or current litigation; 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.)

Resolution: To return from Executive Session

So Moved: Katie S Seconded: Katie C In Favor: all

Opposed: None.

Resolution: To approve the personnel package as presented.

So Moved: Jill Seconded: Katie's In Favor: all

Opposed: None.

#### XI. ADJOURNMENT

Resolution: To adjourn meeting at: 7:51

So Moved: Maya Seconded: Katie C. In Favor: all

Opposed: none

#### MINTUES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

#### June 22, 2020 6:00 PM

l.	CALL TO ORDER at 6:03 by Renee		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL	Present	Absent
Kathry	n Coletta	x	
Jill Kos	ski	/	x
Maya	Patel	x	
Cynthi	a Raj	x	
Katie S	Stowell	x	
Renée	Sutton	x	<del></del>
Lynn V	Vinner	x	
Martir	na Baker (ex-officio)	x	<u> </u>
Aimee	Ciarlo (ex-officio)	x	<del>]      </del>
Jerem	y Wheeler (ex-officio)	x	
Catie I	Hatch, Parent Rep (ex-officio)		x_

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

None

#### V. APPROVAL OF AGENDA

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

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

#### VI. PUBLIC COMMENT

None

#### VII. PARENT REPRESENTATIVES REPORT

None

#### VIII. COMMITTEE REPORTS

#### A. FINANCE

Lisa Kirisits walked the board through the budget. This budget anticipates a 2% decrease in state funds and is an austerity budget. There will be no 2% increase in salaries for staff this year. Lisa predicts that it will take a few years for state revenues to recover from the COVID-19 crisis. She warned the board that the NY State Ed Department is planning a mid-year review of state-aid, something she has never heard them do before.

Lisa is also preparing a worst-case scenario budget anticipating a 20% cut in per-pupil funding.

**Resolution:** To approve the budget as presented for the 2020-2021 academic year for submission to the SUNY Charter Schools Institute.

So Moved: Katie S. Seconded: Katie C. In Favor: All

Opposed: None

Resolution: To approve the contract with MicroSolutions for the 2020-2021 academic year.

Resolution: To approve the contract with GST BOCES for the 2020-2021 academic year.

**Resolution:** To approve the contract for EAP services with Clinical Associates of the Southern Tier for the 2020-2021 academic year.

Resolution: To approve the proposal from DeMuth Electric.

Resolution: To approve the quotes from Vasco totaling the amount of \$3,558.66.

Resolution: To approve the renewal of insurance policies with Philadelphia Insurance Company.

So Moved: Lynn Seconded: Katie S. In Favor: All

Opposed: None

#### **B. GOVERNANCE**

Aimee provided an update on enrollment. She is projecting 365 scholars for AY 20-21, which is approximately 30 fewer than the number budgeted for. She is continuing to recruit scholars through social media and an upcoming virtual enrollment session.

The Board would like to schedule annual evaluation meetings with the school leaders before the end of the month. Maya will reach out via e-mail to schedule these meetings and distribute evaluation documents for discussion.

The following slate of officers for the Board of Trustees was presented: Renee Sutton, Chair; Cynthia Raj, Vice-Chair; Maya Patel, Secretary; Jill Koski, Treasurer.

**Resolution:** To elect the slate of officers as presented for the Finn Academy Board of Trustees for the 2020-2021 academic year.

So Moved: Maya Seconded: Lynn In Favor: All

Opposed: None

#### C. ACADEMICS

None.

#### IX. REPORT OF THE LEADERSHIP TEAM

Renee would like to schedule a virtual Town Hall Meeting with our teachers with a message about reimagining Finn to meet the challenges and new realities of the post-COVID-19 world.

#### X. EXECUTIVE SESSION

Resolution: To move into Executive Session for purpose 1.d and 1.f (below):

So Moved: Maya Seconded: Katie C. 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: d. discussions regarding proposed, pending or current litigation; 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.)

Resolution: To return from Executive Session.

So Moved: Lynn Seconded: Cynthia In Favor: All

Opposed: None

Resolution: To accept the personnel package as presented.

So Moved: Katie S. Seconded: Lynn In Favor: All

Opposed: None

#### XI. ADJOURNMENT

Resolution: To adjourn meeting at 7:04

So Moved: Lynn Seconded: Katie C. In Favor: All

Opposed: None

#### AGENDA OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FINN ACADEMY: AN ELMIRA CHARTER SCHOOL 610 Lake Street Elmira, New York 14901

#### January 13, 2020 6:00 PM

1.	CALL TO ONDER at 0.05 by Reflee Sutton		
II.	PLEDGE OF ALLEGIANCE		
III.	ROLL CALL	Present	Absent
Kathryr	n Coletta	_x	
Jill Kosk	ki	/	x
Maya P	Patel	x	
Cynthia	a Raj	x	
Katie St	towell	x	
Renée :	Sutton	x	
Lynn W	/inner	x	
Martina	a Baker (ex-officio)	x	<u> </u>
Aimee	Ciarlo (ex-officio)		x
Jeremy	Wheeler (ex-officio)	x	

#### IV. WELCOME & MISSION MOMENT

At Finn Academy 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.

Jenica Drehmer, 7<sup>th</sup> grade teacher and her student, Emma, gave a presentation to the board on a 7<sup>th</sup> grade class project called Finn Water Givers. This is a fundraising project to help a community in Sudan build a well and grew out of the curriculum of the family and consumer sciences class work. Students have been very engaged in this project: developing a vision and project plan, a logo, a newspaper, and craft items to raise funds and awareness.

#### V. APPROVAL OF AGENDA

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

So Moved: Katie S Seconded: Maya In Favor: All Opposed: None

VI. PUBLIC COMMENT

None

VII. PARENT REPRESENTATIVES REPORT

None

#### VIII. COMMITTEE REPORTS

#### A. FINANCE

New Business: Girls on the Run

Martina explained what it would mean for Finn to become an after-school Girls on the Run site and how this links to Finn's core values and commitment to wellness. She also asked the board for approval to support stipends for staff willing to serve as coaches. The board is supportive of the project and noted the budget line for stipends. There is no need for a resolution at this time, but there may be a future resolution to approve monies for coach stipends.

#### B. GOVERNANCE

Governance committee did not meet in December. Information has been sent out to families regarding the need for new parent/family representatives of the board. There has already been some response, though nothing as yet submitted.

The board's next retreat with FLI is January 27<sup>th</sup> at 4:30. Maya will circulate relevant documents from FLI for other board members to review prior to the 1/27 meeting.

The SUNY Board of Trustees vote to approve charter renewals has been rescheduled to Feb. 11, 2020 at 1 PM in NYC. A group from Finn will be leaving Elmira at 7 AM to arrive in time for this meeting. Afterward, if there is time, Renee is hoping to visit a charter school, or visit with a charter's board members, or debrief at FLI.

**Resolution:** To approve the minutes from the December meeting of the Board of Trustees as amended to accurately reflect the date of the November Governance Committee meeting.

So Moved: Maya Seconded: Lynn In Favor: Katie C, Katie S, Cynthia

Opposed: None Abstain: Renee

#### C. ACADEMICS

The Academics Committee met on Jan. 9 and discussed next steps for data meetings with teachers based on data collected from the mock NYS assessments. Teachers will work through the data, pick a standard, work out instruction targeting that standard and progress monitor, before a 2<sup>nd</sup> mock assessment later in January. This 2<sup>nd</sup> mock assessment will help teachers see how their purposeful interventions are moving scholars' performance.

Theresa shared a data dashboard that she has created for monitoring the at risk population's progress. The dashboard updates with each marking period and outlines how many at risk (RTI and SPED) scholars are making progress toward or meeting their goals.

#### IX. REPORT OF THE LEADERSHIP TEAM

A Transition Committee to assist Finn's 6<sup>th</sup> and 7<sup>th</sup> grade scholars to transition to their new school for AY20-21 has been formed and has had its first meeting on 1/13/20. Members of the committee include trustees, Finn staff, and parents. The committee discussed progress to date in Finn's outreach to area schools for information and school visits. The committee discussed the need to collect information from families about their needs and drafted a survey to send home to families. The committee also discussed hosting an open house at Finn for families to meet with representatives and scholar-ambassadors from area schools, and surveying scholars about their concerns and needs. The Transition committee will next meet on 1/28/20 at 3 PM.

#### X. ADJOURNMENT

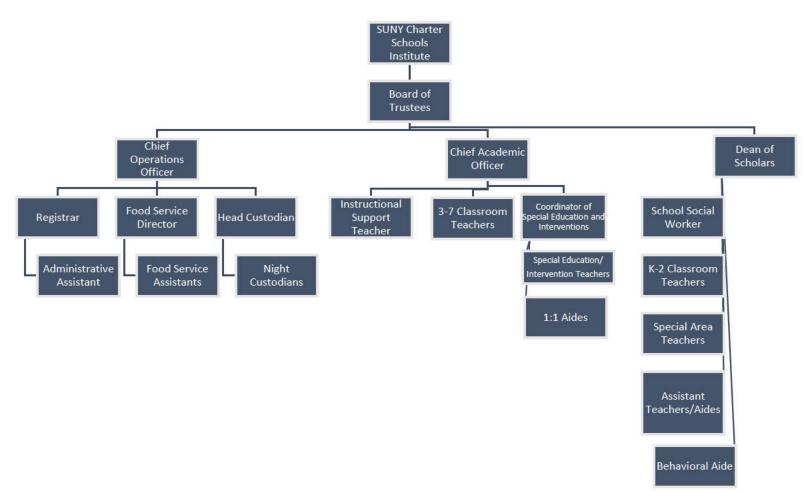
Resolution to adjourn meeting at: 7:15
So Moved: Lynn Seconded: Katie

Opposed: None

In Favor: All



### Organization Chart 2018-2019





## Finn Academic Calendar | 2020-202 | School Year

	AUGUST									
s	M	Т	W	Т	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 30	24 31	25	26	27	28	29				

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

		0 0	тов	BER		
s	М	Т	W	Т	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	Т	w	Т	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	31					

JANUARY								
s	М	Т	W	Т	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 31	25	26	27	28	29	30		

	FEBRUARY									
s	М	T	W	Т	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										

		М	ARC	н		
s	М	Т	W	Т	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			

		Α	PRI	L		
S	M	Т	W	Т	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		23	24
25	26	27	28	29	30	

			M A Y			
s	M	T	W	Т	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 31	25	26	27	28	29

		J	ии	E		
s	М	Т	W	Т	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			

		J	UL	Υ		
s	М	T	W	Т	F	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	€	<b></b>	<b>(2)</b>	(2)	<b>23</b>	24
25	<b>6</b>	<b>27</b>	₹28}	€29}>	€30}	31

Updated & Approved 7/29/2020

#### mportant Dates & Breaksx

mportar	it Dates a Di caron
Sept 4	No Schoo for Schoars/Staff
Sept 7	Labor Day, No Schoo
Sept 8 & 9	K ndergarten & st Gr F rst Days
Sept 0	Frst Day for 2 <sup>nd</sup> - 6 <sup>th</sup> Grades
Oct 9	Ear y Release Day
Oct 2	Coumbus Day
Nov	Veterans Day
Nov 24	Parent eacher Conf
Nov 25 27	hanksg v ng Break
Dec 23 Jan	Winter Break
Jan 8	Mart n Luther K ng, Jr Day
Feb 5	Pres dent's Day
Feb 6 9	Md W nter Recess Staff PD 2/ 8 & 2/ 9
Mar 9	PD for Staff
Apr 2 9	Spr ng Break
May 3	Memor a Day Weekend
Jun 25	Last Day of Schoo
Ju 9 30	Summer Sess on
With the second	l for Scholars lanning Days, No School



for Scholars



**Board Meetings** 



First & Last Days of School



State Testing for 3rd-6th Graders

C Extended Year Summer Session is Mandatory for all Scholars. Please plan vacations and trips accordingly to accommodate these dates. O

Any ECSD Give Back Days Not Necessarily Observed Due to Charter

Total Number of School Days

184 Regular School Days +10 Summer Session Days

194 Total Days

Updated NOVEMBER 2018

# The University of the State of New York THE STATE EDUCATION DEPARTMENT Office of Facilities Planning - Room 1060 Education Building Annex Albany, New York 12234

#### 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 NYS Uniform Fire Prevention and Building Code, NYS Uniform Code Supplement, 2015 International Fire Code, and 2015 International Property Maintenance Code. **BEDS CODE #** 7060 District/School Name N Facility/Building Name NN Street Address (NO PO Box Numbers) City/Town/Village Zip Code 9 M

- Read the "Manual for Fire and Building Safety Inspections in Public Schools" 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) International Fire Code
  and Property Maintenance Code. This part to be completed for all buildings. (Questions 9-26, NonConformance 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.
- <u>Posting of Certificate of Occupancy</u>: Any temporary, qualified, or annual Certificate of Occupancy must be
  posted in public view in a prominent location within this facility.

Updated November 2018

INSTRUCTIONS

## Part I: General Information and Fire/Life Safety History (to be completed annually)

The annual fire safety inspection for this build NOTE: The Inspection Date cannot be earlier than 45 days		
1. Indicate the primary use of this facility: (cl	heck	
a) Instructional	X	f) Maintenance
b) Administrative		g) Other (specify)
c) Bus Maintenance		h) Public Library
d) Bus Storage Only		i) Storage
e) Leased-Facility-Off-School-Grounds		j) Vacant
2. Is there a fire sprinkler system in this facil	ity?	Yes No_ <u>`X</u>
If yes, is the sprinkler alarm connected wi	th th	e building alarm? Yes No
3. Is there a fire hydrant system for facility p	rote	ction? Yes_X_ No
If yes, indicate ownership of the syste Public Owned School of	m. Own	ed (specify)
4. Indicate the ownership of this facility:	Own	ed Leased from others
a. If the building is not District Owner	d, pr	ovide the name and address of Landlord or Building Owner:
WILLIAM L	AK	9 PROPERTIES LLC (name)
<u>101 &amp; Wa</u>	<u> (16</u>	LAWN AVE(address)
ELMINA, 1	W	1 1490 (address)
***************************************	)	(telephone #)
5. Does the District lease the building or spa	ices	within the building to others? No Yes
a. If yes, indicate the tenant(s):		
		(name)
		(address)
		(address)
·     •		(telephone #)

6.	What is the current gross square footage of this facility? (to the nearest whole ten feet)		
7.	If this facility is vacant, skip the remaining questions and go to Part II (on page 4) Vacant buildings are to be inspected for compliance with		
8.	If this facility is used for instruction, complete (a) - (d); otherwise go to	question # 9.	
	<ul> <li>a) Fire drills were held in accordance with Section 807 of State Education Law and Section F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplemen</li> </ul>	Yes <u> </u>	No
	b) Average time to evacuate this facility:	00	
	Minutes	Seconds	
	c) Arson and fire prevention instruction was provided in accordar State Education Law; which requires every school in New York minimum of 45 minutes of instructions in arson, fire prevention and life safety during each month that school is in session.	k State to provi	de a
	<ul> <li>d) Employee fire prevention, evacuation, and fire safety training version maintained in accordance with Section F406 of the 2015 International</li> </ul>		
	(	Yes_X	No
9.	If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?	Yes	No
10.	. Have there been any fires in this facility since the last annual fire inspection?	Yes	No <u>K</u>
	If yes, indicate:		
	a) Number of fires		
	b) Total number of injuries		
	c) Total cost of property damage \$	1 1 1 1	$\neg$

# Part II: Public School Fire and Building Safety Non-Conformance Report Sheet School District Building Name Facility #

	Part complet s only – e	ed for pu			Part	II-B			Part	II-B		4	Part II-B		
Item #	Non- Conformance	Date Corrected	Date Reinspected	Item #	Non- Conformance	Date Corrected	Date Reinspected	Item #	Non- Conformance	Date Corrected	Date Beinspected	Item #	Non- Conformance	Date Corrected	Date Reinspected
01A-2	1			08A-2			$\Box$	13A-2				19E-1		,	
01B-1	İ			08B-2				13B-2	İ			19F-1			
01C-1	T			08C-2					mi			19G-1			
01D-1				08D-2				14A-2			1 2	19H-2			
01E-1			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				09F-2				15B-1				22A-3			
02E-2				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				17A-3				24A-3			
04A-2				11B-1				17B-2				25A-1			
04B-2				11C-2				17C-2				25B-1			
04C-1	$\perp$			11D-2				17D-2				25C-1			
				11E-1				17E-1				<u> </u>			
05A-3	-							17F-3				26A-3	لـــــا		
05B-2	$\vdash$			12A-1				17G-1						ditional	
05C-2				12B-3				17H-2						ormance	
004.4	$\vdash$		·.	12C-2				171-2						i, check ie Code	
06A-1				12D-2			· ·	17J-1				20A-3 8		ie Code : ow.	section
06B-1				12E-1				17K-1				1	Det	ow.	
06C-1			<del></del>   ''	12F-1				17L-1				.			
06D-2 06E-3				12G-1 12H-1				404.0				1			
06F-1				12H-1 12I-1				18A-2 18B-2					inspe	ector	
06G-1	<del>                                     </del>			12J-1				18C-2				The	inspect	or has b	een
06H-2				12J-1 12K-1			·	18C-2 18D-2			-	provi	ded with	а сору с	of the
U017-Z	<del>   </del>			12K-1				19A-3	<del>                                     </del>			previ	ous year	's school	l fire
07A-3				12L-1 12M-1			$\overline{}$	19A-3	$\vdash$				safety	report:	
07A-3 07B-2	$\vdash$			12N-1				19B-2 19C-1	<del>  </del>		<del></del>		~^		
					-				$\vdash$		<del></del>	Yes	<u>, V</u>	No	_
07C-2				120-2	omplete :	Section 8	only if the	19D-1	s electric	raliv-one	rated foldin	·	Yes_ No		

07C-2				120-2					19D-1				14.			,	
			All:	schools c	omplete	Section 8	only if t	he t	ouilding ha	s electr	cally-ope	rated fol	ding	partitio	<u>ns.</u>		
	nspection lety Inspec	4	Name_	1 101	ard	/	YES										
			Date	10 -	10 0	201	7			Reg	istry #						(26E-4)
Final In	spection	(if requir	<u>ed)</u> :							_							
Fire Sat	ety Inspec	ctor:	Name_														
			Date_						-	Reg	istry #						(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: Telephone #:  Title: Registry #  Email: REYES OC; TYOF ELMIRA. NY  (as designated by the NYS Department of State)
Section III-B. Building Administrator or Designee  The individual noted below certifies that this building was inspected on 10 10 19 (date) as indicated in Section III-A above.
Marchan Rallac
Name: Partito Booca Tele
Title: Ema
Section III-C. School Superintendent  I hereby submit this fire inspection report on behalf of the Board of Education and certify that:
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. For any uncorrected nonconformances that appear on this report, the Board of Education or Board of Trustees, at the meeting held pursuant to Section 807-a of the State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public scrutiny.
Name: <u>Aimee Cianlo</u> Telephone #
Title Dean of Scholans
Ciectronic Signature (via NYSED Portal)



### CERTIFICATE OF OCCUPANCY

#### **VALID FOR FACILITY:**

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

#### DISTRICT:

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

Issuance Date: October 11, 2019

Effective Date: October 01, 2019

Expiration Date: October 01, 2020

**Building ID:** 

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED