

APPROVED



## Rochester Academy Charter School

# Minutes

## Board Meeting

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### Date and Time

Friday January 19, 2018 at 5:30 PM

### Location

Genesee St. (Middle School)

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### Trustees Present

D. Calder, K. Crawford, M. Gedemenli, M. Guler, W. Middleton, Y. Bilgic

### Trustees Absent

J. Santos

### Guests Present

D. Ozcan, J. Doyle, M. Demirtas, Z. Ercan

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

M. Gedemenli called a meeting of the board of trustees of Rochester Academy Charter School to order on Friday Jan 19, 2018 at 5:49 PM.

### C. Approve Minutes

M. Guler made a motion to approve minutes Board Meeting on 12-15-17.

K. Crawford seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Community Outreach/Development**

### **A. PR report**

The community outreach events were shared with the board.

## **III. Academic Excellence**

### **A. Director's Report**

Student enrollment as of January 2018:

Grades	6	7	8	9	10	11	12	Total
	57	68	62	74	69	45	45	420

Currently, we have 120 applications for next school year. We should be able to have full enrollment for all grade levels.

### **B. Academic Excellence Committee Report**

Suspensions:

This year we had an increase in total building population, but significant decline in suspensions.

Chronic attendance issue is to be defined as more than 8 absences. This is targeted as an area of growth- more parent contact has been initiated in January. More than 35 additional parent letters will go out in January.

For the purpose of improving meaningful parental engagement; 544 postcards were mailed; haircut event and family movie night were organized.

School staff met with 57 parents including two parent conference days where 16 families met with teachers in response to failures.

Student performances in STAR Math and SRI tests were presented and discussed.

### **C. Founding Principal Position for Elementary School**

Opening Founding Principal Position for Elementary School:

The school needs a Founding Principal for Elementary School to work with the school staff in all aspects of opening and preparing the elementary school for 2018-19 school year. The job description is shared as an attachment.

### **D. Calendar Revision for High School**

Calendar Revision:

Based on feedback from our admin team and teachers, we would like to propose a change in the academic calendar for 1/26/18. That Friday is the end of our mid year Regents/Midterms week. Almost every course we're offering will have either a Regents

exam, final exam, project, or midterm. This requires time for grading. We would like to change that Friday from a normal class day to a grading/PD day.

This practice will allow inexperienced teachers more opportunities to practice grading Regents tests with those rubrics and requirements. Lastly, working collaboratively allows for consistencies to be established among our departments. 9th grade teachers helping to grade will see the expectations of older grades and departments will create a dialogue on what practices can be improved upon.

#### **IV. Finance, Facilities & Audit**

##### **A. Financials**

We are coming in below or at budget. 62% of budgeted revenue is received. 45% of budgeted expenses were done. \$1 million on hand.

Assets:

\$2.5 million High School Building

\$600K Building Equipment

\$480K Circulating Cash

Long term liabilities: 1.9 million (building)

Short term liabilities: \$150K

##### **B. Elementary School Building**

We are seeking three quotes for architectural work for the new elementary building. The work will cover full range of possibilities from construction to renovation of existing buildings. This will provide us with the information we will need to start planning exactly how we will proceed.

##### **C. 990 Approval**

Annual 990 filing is ready for board approval.

M. Guler made a motion to approve our 990 filling document.

M. Gedemenli seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **D. Future Developmental Projects**

#### **V. Governance**

##### **A. Strategic Planning**

Our strategic plan facilitators will be meeting with three board members and three administrators on Wednesday, January 31st starting at 4 PM at the high school.

##### **B. Administrative assistant to work exclusively with board**

There has been no progress on hiring an administrative assistant.

**C. RACS sexual harassment policy and procedures**

Sexual Harassment Policy is still in preparation. It will be reviewed by the Governance committee before the next board meeting and submitted for Board approval in February meeting.

**D. RACS cyber security systems**

The IT cyber security system work is underway, and there will be a report as soon as it is available. It may be ready for the February board meeting.

**E. RACS FOIL policy**

FOIL policy was reviewed by the governance committee and passed to the school attorney for further review and modification.

W. Middleton made a motion to approve the new FOIL policy.

K. Crawford seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. Board Training**

Joann could not attend this meeting. Therefore, the training was not discussed.

**G. Governance Committee Recommendations**

Recommendations from the Governance Committee:

Calendar Revision and Opening Founding Principal position for the new Elementary School as discussed earlier.

D. Calder made a motion to approve the revision of the school calendar.

K. Crawford seconded the motion.

The board **VOTED** unanimously to approve the motion.

We will start searching for a Founding Elementary School Principal. There will be a hiring committee made up of the school administrators, a parent, and a board member.

D. Calder made a motion to open the Founding Principal position for the new Elementary School.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

**VI. Other Business**

**A. Staff Update**

New HR Generalist/Assistant Business Administrator was hired on January 17th.

M. Guler made a motion to approve the hiring of the new HR Generalist.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,

W. Middleton

M. Guler made a motion to adjourn the meeting.

Y. Bilgic seconded the motion.

The board **VOTED** unanimously to approve the motion.