APPROVED

Rochester Academy Charter School

Minutes

Board Meeting

Date and Time
Friday February 16, 2018 at 5:30 PM

Location
Latta Building-High School

Trustees Present
D. Calder, J. Santos, K. Crawford, M. Gedemenli, M. Guler, W. Middleton, Y. Bilgic

Trustees Absent
None

Guests Present
D. Ozcan, M. Demirtas, Z. Ercan

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 Feb 16, 2018 at 5:33 PM.

C. Approve Minutes

J. Santos made a motion to approve minutes from the Board Meeting on 01-19-18 Board Meeting on 01-19-18.
K. Crawford seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Community Outreach/Development

A. PR report

School staff, students, and parents met with elected officials including Senator Robach in Albany during Charter School Advocacy Day. It was a great learning opportunity for the students.
RACS students won 4th place in Science Olympiad competition.
RACS students won the 2nd place in the cheerleading competition.
Board members are recommended to follow the school's social media accounts.

III. Academic Excellence

A. Director's Report

Student Enrollment:

Grades	6	7	8	9	10	11	12	Total Enrollment
February	56	68	62	86	56	44	46	418

Based on STAR test results 12% of the 7th grade and 16% of the 8th-grade students are proficient in math.

In both the Middle School and High School, suspensions are down across the board from a December high.
Attendance and chronic attendance problems are being vigorously pursued.
There is a lot of interest among the board members in trying to find a more creative and effective way to deal with students who have chronic problems with behavior and/or attendance. We need to find a way to reduce suspensions overall and reduce the reliance on out of school suspensions. Academic Excellence committee will take the lead on this.
We need to conduct a comprehensive review of our emergency plan and policies regarding bullying, social media harassment, and so on. Perhaps we can get a law enforcement officer to give a presentation to students. We also need to have an independent assessment of how effective our plans are. Governance committee will take the lead on this.
Meaningful parent engagement activities continue.
Students in 6-8 are continuing to make progress on test scores. High school students are making progress on Regents exams.

B. Academic Excellence Committee Report

IV. Finance, Facilities & Audit

A.

Financials

Revenues are at 3.7M out of 5.8M and expenses are at 3M out of 5.8M.

Assets:
2.5 M building
600K Equipment
890K Circulating cash
Liabilities:
1.9M Mortgage on Building
180K Retirement

B. Elementary School Building

The lease is still under discussion.

C. Architect Quotes Review

Architect Review:
Three quotes for architectural firms to do an analysis of what our options are for facilities to undertake the expansion.

Edge Architect	31.5K
TY Lin Int. Group	15.83K
Mazurek Architect	15.25K

TY Lin has experience in building schools and will complete the analysis within about two months. The recommendation is for the T.Y. Lin International Group.
M. Guler made a motion to move forward with T.Y. Lin International Group for the architectural report.
D. Calder seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Bonus Structure

Board, Administrators, and Teachers have been looking for a way to make RACS salaries are competitive with local school districts by using some of the bonus money in the school budget to give all students annual raises.
W. Middleton made a motion to approve the proposed salary scale and bonus structure to be effective in the 2018-2019 school year.
M. Guler seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Architectural Design Process

M. Guler made a motion to approve to be reimbursed for Architectural Design and Pre-search fees for bond proceeds in case it chooses to do so.

D. Calder seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance

A. Strategic Planning

The first strategic planning meeting was held at the end of January--a basic get to know you sort of meeting where RACS members discussed what is important to the school and the Strategic planning people discussed their process. One of the more exciting outcomes is that at the end of the process they will give us a set of strategic goals, action items, and steps. That should match very well with the Board On Track OKR system of mapping progress on goals.

B. Administrative assistant to work exclusively with the board

Committee of two board members reviewed 10 out of 200 applicants. Each board member selected three out of the 10 applicants. Five finalists matched, and the top three of the five will be interviewed.

C. RACS sexual harassment policy and procedures

Mehmet and Jen put together the new policy with feedback from the governance committee:
The committee has reviewed the new policy and recommends its adoption. Governance committee will begin working on a protocol for having sensitive conversations with students or parents.

D. RACS cyber security systems

Governance committee reviewed the IT department's inventory and has found it to be satisfactory. The inventory was presented to the board. The board has requested that the inventory is maintained up to date.

E. Board Training

We have a new contact person at the board on track. Joann has been getting trained and has identified some issues with the software and is working on them to be addressed. Several other charter schools have expressed interest in seeing how we use the board on track.
The soon-to-be-hired administrative assistant will also be trained on the system.

F. Governance Committee Recommendations

W. Middleton made a motion to adopt the new harassment policy.
K. Crawford seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Other Business

A. Staff Update

Three resignations: study hall monitor, hallway monitor, and literacy specialist.
Replacements for the resignations are being sought.

VII. Closing Items

A. Adjourn Meeting

Ten candidates for the founding elementary school principal have been identified and are being interviewed by school administrators
Once the final three candidates have been identified, interviews will include a board member and a parent.
M. Gedemenli made a motion to adjourn the meeting.
D. Calder seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
W. Middleton