Rochester Academy Charter School

Minutes

Board Retreat

Date and Time
Tuesday August 11, 2026 at 8:00 AM

Location
The Del Monte Lodge Renaissance Rochester Hotel Terrace Room

Trustees Present
C. Sampson, G. Tillery, J. Santos, T. Wright, W. Middleton

Trustees Absent
None

Guests Present
D. Bowman, D. Ozcan, H. Hussein, M. Demirtas, Z. Ercan

I. Opening Items

A. Breakfast

B. Record Attendance and Guests

C. Call the Meeting to Order

W. Middleton called a meeting to order on Tuesday Aug 11, 2026 at 8:42 AM.

II. Review Plans

A. Review the progress on the current strategic plan

M. Demirtas presented a progress update on the current strategic plan. The Board approved extending the existing plan and maintaining the current Wildly Important Goal (WIG) for an additional year. Moving forward, the Board committed to enhancing its involvement and refining its operational approach. The allocated time was 15 minutes, but it took more than half an hour to review the action plan strategies.

B. Review progress on Charter School Office Action Plan

The Board reviewed the action plan strategies submitted to the Charter School Office. To evaluate progress and impact, each committee will now submit a monthly tracking report. Dr. Middleton will create a standardized report template to present at the next Board meeting. Once completed by the respective committee chair, these reports will be included in the meeting agenda. The allocated time was 15 minutes, but it took around an hour to review the action plan strategies.

III. Board Assessments

A. Review and Discuss Board Self-Assessment Results

The Board reviewed the self-assessment report provided by BoardonTrack, which indicated that the Board is performing at a high level. Scores aligned closely between the Board and the CEO across most areas, with Development identified as the primary target for growth. Although a succession plan is in place, it was noted that not all members are familiar with it. To build institutional knowledge regarding the plan and general operational processes, Dr. Middleton will distribute a monthly informational newsletter to the Board.

B. Discuss Fund Development Implementation Plan

J. Santos presented the development plan and reviewed key strategies with the Board. She emphasized the importance of 100% Board participation in giving, noting that contributions of any amount are valuable, and recommended expanding outreach to include alumni and staff. Board members were encouraged to leverage their personal networks to invite prospective donors to future fundraising events, which should feature targeted marketing centered on STEM education.
Additionally, J. Santos proposed creating a dedicated staff position responsible for fundraising, grant writing, alumni relations, and marketing; she will collaborate with the Finance Committee to evaluate this position. Lastly, the Board discussed monetization opportunities around existing school events (e.g., Homecoming, competitions, Spirit Week) and requested that school administration identify specific capital projects, such as connecting the elementary school buildings, to serve as focal points for upcoming fundraising campaigns.

IV. Review Documents

A. Open Meetings Law

W. Middleton provided an overview of the Open Meeting Law, which prompted a board discussion regarding the precise definition and scope of "conducting public business." W. Middleton agreed to research the topic further and report back with clarification at a future meeting.

B. General Overview of By-Laws

The Board reviewed the organizational Bylaws and approved posting the current document on the school website. Should stakeholders submit any proposed revisions or change requests, the Board will review and discuss them during regular board meetings.

C. Review Parent Survey

M. Demirtas presented the Parent Survey results, highlighting overall satisfaction among parents regarding the quality of education at RACS. The survey identified communication as a key organizational strength, while also noting opportunities for continued growth in this area. To increase participation rates in future surveys, the Board discussed providing physical copies and establishing computer kiosks for parents to complete brief surveys during major school events.

D. Review Staff Survey

M. Demirtas presented the Staff Survey results broken down by building, including the Central Office, and the Board thoroughly reviewed the accompanying comments. A primary takeaway from the feedback was a desire for greater consistency and enhanced communication across the organization. The administration team has also reviewed these responses and will implement targeted action steps to strengthen building culture based on staff input.

V. CEO Evaluation

A. Review CEO Evaluation Report

This agenda item will be placed on the agenda for discussion at the upcoming Board meeting.

VI. Meeting Dates

A. Determine Future Board and Committee Meeting Dates

The Board established the meeting schedule for the 2026–2027 school year. Meetings will generally take place on the third Friday of each month, with select exceptions noted below:
September 18, 2026
October 16, 2026
November 20, 2026
December 18, 2026

January 22, 2027
February 12, 2027 *(Exception: 2nd Friday)*
March 19, 2027
April 16, 2027
May 21, 2027
June 11, 2027 *(Exception: 2nd Friday)*

VII. Roles and Responsibilities

A. Review Roles and Responsibilities

The Board noted that all roles and responsibilities documents have been uploaded to the Documents section of BoardonTrack. Board members were requested to review these materials independently over the summer.

B. Review Succession Plans

The Board noted that the Board Succession Plan has been uploaded to the Documents section of BoardonTrack. Board members were requested to review the plan independently over the summer to ensure alignment and operational readiness.

C. Discuss Professional Development Ideas

This agenda item will be placed on the agenda for discussion at the upcoming Board meeting.

VIII. Board Goals and Recruitment Plan

A. Discuss Board Goals

The Board established that achieving the strategies outlined in the Charter School Office Action Plan will serve as the primary Board Goals for the upcoming year.

B. Discuss Board Recruitment Plan

Two non-board committee members are currently candidates to fill the two open vacancies on the Board. If appointed, this will create two open non-board positions on those committees. The Board will discuss potential candidates and recruitment efforts at the upcoming meeting.

IX. 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 1:48 PM.

Respectfully Submitted,

M. Demirtas