APPROVED

Rochester Academy Charter School

Minutes

Governance Committee Meeting

Date and Time
Thursday March 26, 2026 at 3:00 PM

Committee Members Present
C. Sampson (remote), M. Demirtas (remote), T. Wright (remote), W. Middleton (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Sampson called a meeting of the Governance Committee of Rochester Academy Charter School to order on Thursday Mar 26, 2026 at 3:01 PM.

C. Approve Minutes

W. Middleton made a motion to approve the minutes from Governance Committee Meeting on 02-26-26.
M. Demirtas seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Governance

A. Develop and Revise Board Member Handbook

The team discussed updates to a board handbook, focusing on compliance and risk management sections. Bill shared examples of board responsibilities including charter authorizer expectations and conflict of interest documentation. The group agreed to review renewal reports and add more content to the handbook.

B. CEO Evaluation

Bill will finalize the CEO Evaluation by the next meeting.

C. Look into professional development opportunities for board members

The Governance Committee discussed professional development opportunities available through Board on Track. They identified numerous recorded webinars and training sessions, with approximately one per month available for the last fiscal year. The committee agreed to assign one video per month for board members to watch and decided to add this topic to the agenda for their next meeting, where they will select a specific video to start with.

They agreed to focus on board goals in April as the first topic, with the board retreat potentially scheduled for May or June.

D. Review Succession Plans

The group discussed training requirements for key positions, particularly focusing on the Finance Committee Chair and HR generalist roles. Cheryl raised concerns about the need for immediate training before an emergency situation arises, emphasizing the importance of documenting systems and processes. The team agreed that while the current document outlines responsibilities, it needs to be implemented with actual training sessions. The committee decided to bring the Business Administrator succession plan to the board meeting the following day for approval.

E. Start Recruitment Process for Two Alumni

Mehmet will work on the first four steps of the board member recruitment process for two alumni candidates. The group decided to proceed directly to interviews rather than conducting phone screenings, with the Governance Committee members conducting the interviews using previously prepared questions.

III. 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 4:00 PM.

Respectfully Submitted,
M. Demirtas