



Rochester Academy Charter School

Minutes

Board Retreat 2016

Date and Time

Saturday August 27, 2016 at 9:00 AM

Location

RIT INN Conference Center/ Council Room 5257 West Henrietta Road Henrietta, NY 14467

Trustees Present

D. Calder, J. Santos, M. Gedemenli, M. Guler, W. Middleton, Y. Bilgic

Trustees Absent

G. Aktas

Trustees who arrived after the meeting opened

J. Santos

Guests Present

D. Ozcan, M. Demirtas

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Gedemenli called a meeting to order on Saturday Aug 27, 2016 at 9:29 AM.

C. Approve Minutes

II. Whole Board Review

A. Review Open Meeting Law

Board members take quiz on Open Meeting Law.
Discussion of various aspects of the Open Meetings Law.
J. Santos arrived.

B. Walk-In Clinic - Using a dashboard to get your board engaged with actionable goals Follow

Board takes training session on Setting and Tracking on Board and CEO goals.

C. Board Self Assessment

Board members take the annual self-assessment surveys.

D. Board Goals 2016/2017

We need to do something to maintain our focus on Board Goals throughout the year.
We will add a "Goals" section on our monthly meeting agenda.
Governance Committee: Create and Revise New Board Member Handbook by October 21st, 2016.
Governance Committee: Goal added to Board On Track OKR Dashboard.
Academic Excellence Committee: Defining Academic Excellence; added to OKR Dashboard.
Committee should continue to set new goals and tasks throughout the year and keep them updated using the OKR dashboard.

E. Board/Committee Meeting Dates

Monthly Meetings will continue to be third friday of every month:

Sept. 16
Oct 21
Nov. 18
Dec. 16
Jan. 20
Feb. 17
Mar. 17
Apr. 28 (deferred due to spring break)
May 19
Jun. 16
July 21
Aug. 19 (combine with annual retreat)

In compliance of open meetings law, all meetings will be published in local paper, school website, and mailings to parents.

Finance will meet monthly.
Academic Excellence will meet monthly.
Governance will meet 3-4 times.
Outreach will meet 3-4 times.

All meetings will be scheduled by committee chair.

F. School Director Evaluation

Discussion of CEO evaluation and how the process can be improved as a year-long process.

CEO evaluation survey has been opened and must be completed by all board members by the next board meeting.

At the last board meeting we discussed using parent shadowing as an alternative to out of school suspensions of up to three days;

32 1 day suspensions
16 2 day suspensions
11 3 day suspensions

Suspension is not a big issue for us, but shadowing has been highly effective at other schools.

A concern is that some parents might not be able to shadow their student right away. This could be seen as unfair, also some parents might come in with some animosity.

There needs to be some education of both parents and students if we are going to do this.

If we implement this as a trial, we will need data on the outcome.

If there is a delay in parent shadowing, what will be do with the victim if there is one.

Mehmet will reformulate the motion to take various concerns into account and submit it to the next board meeting for a vote.

III. FINANCE - FINANCE COMMITTEE

A. 15-16 Financials

This part of the meeting is as a regular board meeting.

2015-2016 year:

Year End Financials presented:

\$ 4,837,000 received.

\$ 4,988,000 Expanded (budget overage is within acceptable limits/ board informed to use excess funds).

Surplus Restricted funds expanded 344,588 as investment (within budget limits).

Estimated Unrestricted surplus 856,610.

54% of budget for Salaries,
12% building Rent
8% medical
9% other payroll benefits

93% of income comes from Education Funds.

B. 15-16 Budget Revision

Final Budget reconciliation is 13,978 over budget.

Our budget surplus could cover the overage and still allows us, 2 months of operating expenses.

Year End budget Revision:

Recommendation that the board approve year end budget revision.

M. Guler made a motion to approve year end budget revision.

J. Santos seconded the motion.

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

C. Conflict of Interest Policy

Our auditors Heveron and Company recommended that we develop a new and more comprehensive conflict of interest policy for the entire school community (the board has already submitted a conflict of interest policy to state).

M. Guler made a motion to approve the new Comprehensive conflict of interest policy.

J. Santos seconded the motion.

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

D. Personnel Handbook and Financial Policies Annual Renewals

There have been no changes to personal handbook or financial policies in the past year and the board has reviewed the documents.

M. Guler made a motion to approve the renewal of our personal handbook and financial policies.

J. Santos seconded the motion.

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

E. Board Member Annual Conflict of Interest Disclosure

All board members have submitted the annual state conflict of interest policy and submitted board contact information to our auditors.

IV. Review RACS Strategic Plan

A.

Review Strategic Plan

In 2013, we did a strategic plan for the next five years; we are checking in on our progress towards the goals we outlined in that plan.

RACS continues to outperform RCSD in virtually every area (only exception being history).

We exceeded state graduation rate.

We exceeded state in cohort.

Mostly parents of seniors responded.

Parent satisfaction is over 98%.

No major issues apparent in any of the survey questions.

Student Survey-most students responded.

Very high level of agreement to students knowing what is expected of them.

No major issues apparent in student responses.

Teacher survey:

High rate of approval for CEO.

No major issues apparent in answers.

V. Governance

A. Review and Finalize Succession Plan

Most of our succession plans need to identify possible candidates for board succession.

All committees need to identify possible new members, who can be brought into the committee and trained to become board members by October Board Meeting.

B. Board Member Handbook

This will be completed by the Governance Committee.

VI. 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 3:13 PM.

Respectfully Submitted,

W. Middleton