



**Renaissance Charter High School for Innovation
Meeting of the Board of Trustees
April 17th, 2018, 6:00 pm
410 East 100th Street, 3rd Floor New York, NY 10029**

Meeting Minutes

1. Roll call/sign in

6:23 pm

Chairperson George Sarkissian called the meeting to order. In addition, Board members Sona Karia and Latoya Massey and Jared McShall were present constituting a quorum for the purpose of conducting business. Also present were Stephen Falla Riff (Executive Director), Debbie DaGiau (Associate Director of Finance and Human Resources), Pablo Torres (Director of Student Life and Community Engagement), Lola Barbarash (CSBM Representative), Jason Forde (Development & External Affairs Manager), and Innovation School Counselors Kim Bobe and Danielle Martin.

2. Filing of Notice of Meeting

In accordance with the law, a notice of the meeting was published on the school's website, sent via email to the New York Times and posted publicly at the M99 School Building, where Innovation High School is located, at 410 East 100th Street New York, New York, 10029.

3. Review and Approval of Prior Board Meeting Minutes (5 minutes/Chair)

6:23 pm -6:30 pm

Meeting minutes were reviewed by the Board and minor revisions were requested. Pending the revisions, Ms. Karia made motion to accept the minutes and Mr. McShall seconded the motion, which was passed unanimously.

4. Q3 Budget to Actual Review (20 minutes/CSBM Representative)

6:30 - 7:03 pm

Ms. Barbarash reviewed Q3 Budget to Actuals as of March and stated that Innovation is projected to end the fiscal year with negative net income due to lower than expected student enrollment and increases in operational expenses during the school year, including higher food costs due to Regents Prep Lunch and Learns and purchase and implementation costs related to PowerSchool, Innovation's new Student Information System.

Mr. Torres reviewed projected enrollment numbers for the remainder of the year and provided an update on Innovation's recent lottery process.

Ms. Karia examined variances in the budget for the Culinary Arts Program, Student Incentives and asked for explanations in those variances. Variances were explained as increased operational costs in the development of our CTE/Culinary Arts Program, and increased costs in student incentive programming this year.

It was suggested that the Culinary Arts Program should be a separate line item, that line items should be subject to periodic review during the fiscal year, and that a better understanding of how departments and disciplines manage their budgets would be helpful. Mr. Forde suggested that Department Chairs needed to build skills related to managing their budgets and to create multi-year projections.

Mr. McShall asked question about the costs of academic and social incentives for students.

5. Discussion of Academic Progress Dashboard (20 minutes/Chair, ED & DEAM)

7:10 pm - 7:47 pm

Mr. Forde reviewed the Academic Progress Dashboard with the Board and discussed the student demographic data where he revealed additional work is needed to get accurate data regarding students that qualify for Free and Reduced price lunch. Mr. Sarkissian asked for clarification on regarding our Free and Reduced Priced Lunch numbers to ensure we meet our charter requirements and financial goals.

Mr. Torres stated that the Innovation's open enrollment period is now closed because students will no longer have enough class time to get grades for the semester if admitted.

Attendance data revealed that we are currently below our charter goal for attendance. Mr. Torres discussed attendance challenges and strategies, which include working with our Long Term Absence (LTA) population to either consistently attend school or to remove them from the roster. Mr. McShall recommended developing incentives to promote higher attendance, to engage families and to develop lagging skills that are associated with poor attendance. Mr. McShall also suggested finding ways to change the conversation about attendance with students from "Why don't you come to school?" to "Why do you come to school?" to get a better understanding of the factors that induce students to attend consistently.

Mr. Sarkissian asked that the new charter goals be added to the Academic Data Dashboard so that the Board will be able to track and monitor them over time.

6. Complete Conflict of Interest Forms (5 minutes/ Chair)

7:48 pm - 7:50 pm

Mr. McShall received the Conflict of Interest form and will complete and sign the form in time for our next meeting.

7. Revision of Personnel Review Committee Charter (10 minutes/Executive Director)

7:50 pm - 7:57 pm

Mr. Falla Riff presented the revisions to the Personnel Review Committee (PRC) Charter, which were made to make the PRC Charter consistent with Innovation's Second Renewal Charter, which provides that the Executive Director is responsible for the evaluation of the Principal. Ms.

Karia made a motion to approve the Revised PRC Charter, which was seconded by Ms. Massey and unanimously approved. Board Secretary, Ms. Massey, then certified the revised PRC Charter.

8. Board Recruitment Update and Activity (15 minutes/ED DEAM)

7:57 pm- 8:10 pm

Mr. Falla Riff, reviewed the Board Candidate Tracker, which shows Innovation's progress on the search for new board members. He explained how to use the Tracker to help identify prospective new board members. Mr. Falla Riff asked for Board Members to identify, and provide contact information, for at least two candidates for the board. He and Mr. Forde will contact the candidates and assess their interest in joining the board.

9. Other New Business

None

10. Public Speaking

None

11. Adjournment

Mr. Sarkissian made a motion to adjourn the meeting. The motion was seconded by Mr. McShall, passed unanimously, and the meeting was adjourned at 8:05 pm.