



**Renaissance Charter High School for Innovation**

**Meeting of the Board of Trustees**

**March 16th, 2015**

**410 East 100th Street, New York, NY 10029**

**Redacted Meeting Minutes**

**1. Roll Call**

Board Chairperson Frank Saia called the meeting to order. Board members Ivan Fraser and George Sarkissian were also present, constituting a quorum for purposes of conducting business. In addition, Jon Jelley and Eboni Kirkland, voted onto the Board as Trustees but awaiting final approval from the Department of Education, were present. Also present were Stephen Falla Riff (Executive Director), Terence Joseph (Principal), Dru Collins (Vice Principal), Mike Jolley (Development & External Affairs Coordinator), Pablo Torres (Director of Student Life & Community Engagement), Dan Fanelli (Board candidate), Brendan Boerbaitz (Advisory Committee member), Lola Barbarash and Sharon Denson (Charter School Business Management), and Debbie DaGiau (Associate Director of HR/Finance)

**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 also posted publicly at the M99 School Building where Innovation High School is located at 410 East 100th Street New York, NY 10029.

**3. Discussion of Timed Board Meeting Agendas (Development & External Affairs Coordinator)**

Mr. Jolley and Mr. Falla Riff gave a brief overview of the advantages of a timed agenda for future Board meetings. Mr. Saia agreed and asked that they try this approach in the next meeting.

**4. Finance Update (Associate Director of HR/Finance, CSBM Representative)**

**Introduction to CSBM/Innovation partnership**

Ms. Denson introduced CSBM, their history and services. Ms. Barbarash updated the Board on the work that she has been doing and will do with Ms. DaGiau including professional development, quarterly reports, transition to Quickbooks online, projections and forecasting, and assistance with preparation for the independent audit to be conducted by Loeb & Troper.

**Discussion of 2015-16 budget process**

Ms. Barbarash and Ms. DaGiau updated the Board on their recent meeting to discuss budgeting for 2015-16, which will include a more refined and formalized process and input from multiple stakeholders. They also discussed the audit planning process and timeline. Mr. Falla Riff noted that a draft budget will be prepared for Board review and

possible approval by the May meeting. The Board discussed the importance of further financial projection including analysis of past spending and posed the question of an optimal cash reserve based on accounting best practices.

#### **5. Advisory Board Presentation - Proposed Structure and Function**

Mr. Jolley presented a statement of purpose, roles and responsibilities, and project initiation process for the newly founded Advisory Committee. Mr. Boerbaitz presented a potential project involving use of volunteers from Deloitte to conduct a Regents exam prep activity with the Math and Science Departments during Deloitte's annual Impact Day. Mr. Boerbaitz and Mr. Jolley answered questions from the Board and will follow up to submit a more detailed proposal for the project to the Board pending approval by Deloitte. Mr. Fraser suggested the possibility of including parents on the Advisory Committee and suggested a presentation for the PTO once the Advisory Board begins recruiting additional members.

#### **6. Interview Board/Advisory Board Candidate Dan Fanelli**

Mr. Fanelli introduced himself and discussed his experience and background. He also discussed what he hopes to offer to the Board and to Innovation as well as what he hopes to gain from Board membership or other involvement with the school. The Board asked a number of questions about his background and about a potential service project he might undertake as the next step of his candidacy. Mr. Jolley stated he has been working with other Innovation staff to move Mr. Fanelli's service project forward, most likely something related to supporting Innovation professional development for pedagogical staff.

#### **7. Executive Session: Executive Compensation Review**

Mr. Saia moved to go into Executive Session for the purpose of discussing the setting of executive compensation for Mr. Falla Riff and Mr. Joseph. Mr. Fraser seconded and the motion carried unanimously.

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Mr. Saia moved to go out of Executive Session. Mr. Sarkissian seconded and the motion carried unanimously.

#### **8. Approval of Rebuttable Presumption Checklists**

Mr. Sarkissian moved to approve the Rebuttable Presumption Checklist for both Mr. Falla Riff and Mr. Joseph. Mr. Saia seconded and the motion carried unanimously.

#### **9. Core Values Update (Principal)**

Mr. Joseph provided the Board with a brief update on development of the school's core values including feedback from students. He stated that he will continue this work and will have a more substantive update at the next Board meeting.

#### **10. Website Redesign Update (Executive Director)**

Mr. Saia asked that this item be moved to the next Board meeting.

#### **11. Committees of the Board (Executive Director)**

Mr. Saia asked that this item be moved to the next Board meeting.

**12. Discuss Board Retreat Planning (Executive Director, Development & External Affairs Coordinator)**

Mr. Jolley asked Board and School Management Team members to complete the poll with their availability for the Board retreat by the April Board meeting. Mr. Falla Riff and Mr. Jolley provided a brief summary of the three consultants under consideration to facilitate the retreat. After the Board discussed the three possible consultants, Mr. Saia moved to engage the Acceleration Group. Mr. Sarkissian seconded and the motion carried unanimously. Mr. Falla Riff will solicit a more detailed proposal from the Acceleration Group.

**13. Other new business**

No other new business was discussed

**14. Adjournment**

Mr. Saia motioned to adjourn and Mr. Fraser seconded. The motion carried unanimously and the meeting was concluded.