



Renaissance Charter High School for Innovation
Special Meeting of the Board of Trustees
May 20th, 2015 at 6:00
410 East 100th Street, New York, NY 10029

Meeting Minutes

1. Roll Call

Chairperson Frank Saia called the meeting to order. Board members Ivan Fraser, Jon Jelley, Sona Karia, and Eboni Kirkland were also present, constituting a quorum for purposes of conducting business. Also present were Stephen Falla Riff (Executive Director), Mike Jolley (Development & External Affairs Coordinator), Terence Joseph (Principal), Dru Collins (Vice Principal), and Shalia Stockstill (Professional Development & Learning Specialist)

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. Review and Approval of Prior Board Meeting Minutes

Mr. Saia made a motion to approve the minutes from the 2/23/15 meeting, Mr. Fraser seconded, and the motion carried unanimously. Mr. Saia made a motion to approve the unredacted minutes from the 3/16/15 meeting, Mr. Jelley seconded, and the motion carried unanimously. Mr. Saia made a motion to approve the unredacted minutes from 3/16/15 meeting, Mr. Fraser seconded, and the motion carried unanimously.

4. Presentation: Enrichment Week Recap

Mr. Collins and Ms. Stockstill presented to the Board on the importance of project-based and experiential learning to Innovation's pedagogical program and showed some video footage and photos of Enrichment Week activities. They also discussed the planning process for Enrichment Week and responded to questions about the costs and selection criteria and the possibility of leveraging Enrichment Week activities to achieve school-wide goals.

5. Distribution of Audit Planning Document

Mr. Jolley distributed the audit planning document to Board members and Ms. Karia provided an update on the audit planning meeting with the Finance & Audit Committee and Innovation's independent auditor, Loeb & Troper.

6. Review of Form 990

Mr. Falla Riff reviewed the purpose and content of the Form 990 and timeline. He also noted the assistance provided by Loeb & Troper in reviewing the Form 990, which was prepared by accountant Arthur Bader. He also stated that the Form 990 was filed with the IRS in April, 2015

7. Committee Membership

Mr. Falla Riff informed the Board that Mr. Jelley is not eligible to serve on the Finance & Audit Committee because of the related party transaction provisions in the Nonprofit Revitalization Act of 2013. After discussion by the Board, Mr. Jelley resigned from the Finance & Audit Committee. Ms. Karia made a motion to elect Mr. Jelley to the Personnel Review Committee, Mr. Saia seconded, and the motion carried unanimously. Ms. Karia made a motion to elect Mr. Sarkissian to the Finance & Audit Committee, Mr. Jelley, seconded, and the motion carried unanimously.

8. Review and Approval of Committee Charters

Mr. Falla Riff discussed the function of committee charters and the approach to drafting the documents. The Board discussed each of the following committee charters and Mr. Falla Riff responded to questions.

Mr. Saia made a motion to adopt the Executive Committee charter, Mr. Fraser seconded, and the motion carried unanimously.

Mr. Jelley made a motion to adopt the Finance & Audit Committee charter, Ms. Kirkland seconded, and the motion carried unanimously.

Mr. Saia asked that the March 1st deadline for performance review be changed to February 1st and made a motion to adopt the Personnel Review Committee charter contingent on that change. Mr. Jelley seconded, and the motion carried unanimously.

All three committee charter documents were certified by Mr. Jelley in his capacity as Board Secretary and retained for Innovation's records by Mr. Jolley

9. Determine 2015-16 Board Meeting Calendar

The Board discussed a slight adjustment to meeting start times and their preferences for the 2015-16 meeting dates. Mr. Jolley will generate a draft calendar including time-sensitive items and committee meetings for final review by the Board prior to the next meeting.

10. Other new business

Mr. Jolley informed the Board of a visit to Innovation's Software Engineering Program by Aida Hadzialic, Sweden's Minister for Upper Secondary School and Adult Education and Training, as well as other representatives of the Swedish government and the NYC Department of Education's Office of Postsecondary Readiness. Mr. Jelley volunteered to participate in the visit as well.

Mr. Joseph informed the Board of a new fitness service provided onsite for staff and partially reimbursable by Innovation.

11. Adjournment

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