



**Renaissance Charter High School for Innovation  
410 East 100<sup>th</sup> Street  
New York, NY 10029  
Meeting of the Board of Trustees  
September 20th, 2016, 6:15pm**

**Meeting Minutes**

**1. Roll call**

Vice Chairperson Sona Karia called the meeting to order. Board members Ravneesh Sachdev and Eboni Kirkland were also present, constituting a quorum for the purpose of conducting business. Also present were Stephen Falla Riff (Executive Director), Mike Jolley (Consultant to the Board), Jason Forde (Development & External Affairs Manager), Debbie DaGiau (Associate Director of HR & Finance), Ben Caraballo (LEAP Coordinator/AP Biology Teacher), and Pablo Torres (Director of Student Life and Community Engagement).

**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, NY 10029.

**3. Review and Approval of Prior Board Meeting Minutes**

Ms. Karia made a motion to approve both the redacted and unredacted minutes from the 8/16/16 meeting of the Board. Ms. Kirkland seconded and the motion passed unanimously.

**4. Innovation Academic Review**

The Board decided to reschedule the Principal's Academic Review of the 2015-2016 school year to the October Board meeting to ensure more Board Members are present for review.

**5. Executive Compensation: Review of Rebuttable Presumption Checklist**

The Board reviewed the Rebuttable Presumptions Checklist for Principal Terence Joseph and approved its contents. The Board reviewed the Rebuttable Presumptions Checklist for Executive Director Stephen Falla Riff and approved its contents. Ms. Karia made a motion to approve both Rebuttable Presumptions Checklists, Ms. Kirkland seconded and the motion passed unanimously.

**6. Board Fundraising Initiatives**

Mr. Forde spoke about a new fundraising initiative with programmatic partner, Earthwatch. The joint fundraising project will be executed to raise funds for an Enrichment Week trip to the Little Cayman Islands to conduct field study research. Mr. Caraballo spoke with the board about his experience with the

Earthwatch program and connecting it with Innovation's goals for academic achievement and experiential learning. .

The Board reviewed sample fundraising materials for the project and provided recommendations to enhance the materials. The Board asked questions regarding Earthwatch programming and additional logistics which were answered by Mr. Caraballo.

Mr. Caraballo also answered Board questions regarding selection criteria for Enrichment Week programming. The Board recommended having the selection criteria and process clearly documented and articulated for students and families to ensure transparency and fairness in the selection of students for selected trips.

#### **7. Advisory Board Proposed Election of New Member**

Mr. Falla Riff recommended that former Board Member, Frank Saia, should be elected to become a member of the Advisory Board. Ms. Karia made a motion to approve Mr. Saia's election to the Advisory Board. Mr. Sachdev seconded the motion and it passed unanimously.

#### **8. Board Composition & Recruiting Plans**

Mr. Forde reviewed the goal of board recruitment, which is to grow the board with additional members over the next year. Possible candidates have been identified and communicated with to begin the process. The Board recommended seeking out possible partnership opportunities from the United Way.

Mr. Falla Riff recommended that the School Management Team and Mr. Forde work with the Board to determine creative ways to engage potential Board members.

The Board also reviewed new marketing materials (a tri-fold Innovation brochure) and will provide feedback

#### **9. Annual Retreat Planning**

The proposed date for the Annual Retreat is December 17th, although two members are unable to be present; however, all board members will be consulted in the development of the Board Retreat agenda and goals and will receive a briefing following the retreat..

#### **10. Other New Business**

The next Personnel Committee Meeting will be scheduled for October 18th, 2016 at 5:00 PM.

#### **11. Adjournment**

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