



**Renaissance Charter High School for Innovation
Meeting of the Board of Trustees
August 16th, 2016 at 6:15pm
410 East 100th Street, New York, NY 10029**

Meeting Minutes

1. Roll Call

Chairperson George Sarkissian called the meeting to order. Board members Jon Jelley, Sona Karia, Ivan Fraser were present, constituting a quorum for the purpose of conducting business. Also present were Stephen Falla Riff (Executive Director), Terence Joseph (Principal), Mike Jolley (Consultant to the Board), Jason Forde (Development & External Affairs Manager), Debbie DaGiau (Associate Director of HR & Finance), Shalia Stockstill (Professional Development & Enrichment Week Coordinator), Ira Yasbin (Assistant Principal), Kathleen Elie (Charter School Business Management), Yusef Abdul-Sabur (Teacher), and Patrick Donovan (Teacher).

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 minutes from the 6/14/16 meeting of the Board and from the 6/14/16 special meeting of the Board. Mr. Sarkissian seconded and the motion passed unanimously.

4. Introduction to New Staff Members

Mr. Falla Riff introduced Mr. Yasbin, Assistant Principal, to the Board. Mr. Yasbin reviewed his background, role, and plans for the upcoming year.

Mr. Falla Riff also introduced Mr. Forde, Development & External Affairs Manager, to the Board. Mr. Forde reviewed his background, role, and plans for the upcoming year.

5. Retreat Planning Update

The Board discussed scheduling options for the annual retreat and determined that a Friday afternoon/evening sometime after the September Board meeting might be more convenient for the group rather than a Saturday. Mr. Forde and Mr. Falla Riff agreed to follow up with any Board members not present about their availability and to coordinate scheduling with consultant, Acceleration Group. Mr. Falla Riff may request that an Acceleration Group representative attend the September Board meeting to begin working with the Board to plan the retreat agenda.

6. Fiscal Year 2016 4th Quarter Budget-to-Actual Report

Ms. Elie reviewed the 4th Quarter Budget-to-Actual report for the Board including revenue and expenses. The Board posed questions and discussed a number of financial issues with Mr. Falla Riff, Ms. DaGiau, and Ms. Elie including variances in expenditures during FY16, overestimation of per pupil revenue and subsequent adjustments for FY17, and the increase in the cost of healthcare and subsequent adjustments.

The Board noted higher than projected spending on the teacher recruitment line from FY16 and asked that teacher attrition and retention be included as part of their discussion in the annual retreat. Ms. Elie also responded to questions from the Board about financial trends to anticipate based on her experience working with other charter schools in New York City.

7. 2015-16 Staff Attrition Report

Mr. Falla Riff and Mr. Joseph discussed trends in teacher attrition from the previous year and responded to questions from the Board. The Board along with Mr. Falla Riff and Mr. Joseph discussed the preliminary improvements in teacher retention for the upcoming school year and the role of mission alignment and culture fit in the recruitment process.

8. Fundraising Planning

Mr. Falla Riff provided an overview of previous discussions related to Board fundraising and development. Ms. Stockstill discussed the previously determined fundraising target of \$20,000 to cover the budget shortfall for Enrichment Week as well as preliminary plans for Enrichment Week programming for the upcoming school year. Mr. Forde discussed possibilities for enhancement of the Board's fundraising efforts and committed to following up with key Board members and staff members to develop a fundraising plan.

9. 2015-16 Personnel Review: Executive Director and Principal

Mr. Fraser motioned to move into executive session for the purpose of discussing the review of Mr. Falla Riff's and Mr. Joseph's performance. Ms. Karia seconded and the motion carried unanimously. All other participants were excused by the Board with the exception of Ms DaGiau, Mr. Forde, and Mr. Jolley.

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Mr. Jelley motioned to come out of executive session with the Board having taken no formal action. Ms. Karia seconded and the motion carried unanimously.

Personnel Review Committee Recommendations

The Personnel Review Committee recommended that the Board award Mr. Falla Riff a bonus for FY16 in the amount of \$10,000. The Committee also recommended that the Board renew Mr. Falla Riff's contract for a period of one year effective July 1st, 2016 and adjust his salary to \$178,894.

