



**Renaissance Charter High School for Innovation
Meeting of the Board of Trustees
October 18th, 2016, 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, Ravneesh Sachdev and Eboni Kirkland were 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), Terence Joseph (Principal), Lola Barbarash (CSBM), Columbia Law School Student Group, Loeb & Troper.

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 (5 minutes)

Mr. Sarkissian made a motion to approve both the minutes from the 9/18/16 meeting of the Board. Ms. Karia seconded and the motion passed unanimously.

4. Introduction of Columbia Law School Students and upcoming work (5 minutes)

Members of the Columbia Law School group introduced themselves to the Board regarding their upcoming work that they will be doing with Innovation High School. They will be presenting in the November Board meeting to show the type of work projects that will be conducted during the course of the current school year.

5. Review of FY 2017 First Quarter Budget-to-Actual Financial Report (10 minutes, Associate Director of HR/Finance & Lola Barbarash, CSBM)

Lola Barbarash reviewed 1st Quarter budget-to-actuals. Current expenses show that Innovation high school is operating under budget due to delta in projected student enrollment and receiving a one time grant that Innovation received that was not initially accounted in the budget. Projections for December/January graduates will force adjustments.

6. Review of FY 2016 Audited Financial Statements (20 minutes, Loeb & Troper, Auditors, Finance & Executive Director)

Audited Financial Statement was reviewed by Loeb & Trauber representative with the Board. Questions came up regarding empty staff positions that were budgeted for that were not fulfilled. This is due to “right-sizing” the staffing needs which resulted in having a surplus. Question asked about the need to diversify Innovation funds. Also questions were asked regarding the professional development costs to understand how monies were spent. Executive Director and Principal explained cost were minimized by finding more local training opportunities for staff as well as bringing trainers to provide trainings for staff in school. Ms. Karia raised questions about streamlining the processes and costs of the back office responsibilities. Loeb & Trauber recommended the following.

- 1) New processes to track and document invoices to avoid double payments to vendors.
- 2) Fraud/Risk protection for checks made out by Innovation

Finance & Audit committee will meet to explore how to execute on these recommendation Board approved and signed resolution to give the Finance & Audit committee permission to approve the audit at their next committee meeting which was held on October 18th, at 7:45 PM.

7. Innovation Academic Review (45 minutes, Principal & Executive Director)

Principal Joseph presented Academic Year in review. Highlights include the following:

1. Innovation HS has it highest graduation rate to date
2. Lowest staff attrition to date
3. Improved data collection processes.

Demographic breakdowns of each cohort of the school regarding SPED, ELL and Math Scores of incoming students, graduation rates for SPED, ELL and other students which revealed a positive trend.

Academically, strategies and methods used to support needs of students in order to meet desired goals; the approach to Regents test prep their results; as well as the development of the Innovation College and Career Readiness department were also reviewed and discussed. Social/Cultural trends were also discussed and revealed a reduction in suspensions due to restorative justice practices.

The Academic & culture goals for 2016-17 school year were also discussed. Innovation has been identified as a focus school due to the performance of the black students and have devised a plans to manage the issues in performance of these students and others who are struggling academically.

8. Annual Retreat Planning Update (5 minutes, Development & External Affairs Manager and Executive Director)

Mr. Forde announced that Acceleration Group Member, Alejandro Crawford will be reaching out to individual Board members to conduct interviews regarding their desired topics to discuss for the upcoming Board retreat on Friday, December 16th.

9. Other New Business

Mr. Falla Riff announced that Asavari Yoshi, wife of Board member Ravneesh Sachdev, has been volunteering her professional services regarding organizational capacity building and planning with Innovation staff on a weekly basis for the remainder of the calendar year. Currently, she is working with Professional Development & Enrichment Week Coordinator, Shalia Stockstill on a variety of planning activities surrounding the implementation of professional development and training delivery for Innovation staff.

Mr. Falla Riff & Mr. Forde also mentioned the work being done to complete the 21st Century grant application. The grant is dedicated to enrich and expand the after school programming.

10. Adjournment

Mr. Sarkissian made motion to adjourn the meeting which was seconded by Mr. Jelley.