



**Renaissance Charter High School for Innovation
Meeting of the Personnel Review Committee
October 18th, 2016, 5:30pm
410 East 100th Street, New York, NY 10029**

Agenda

1. Roll call

Committee chairperson George Sarkissian called the meeting to order. Committee members Jon Jelley 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) and Terence Joseph (Principal)

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.

Mr. Sarkissian called the meeting to order and seconded by Eboni Kirkland.

3. Review and Approval of Prior Committee Meeting Minutes (5 minutes)

Committee reviewed both the Redacted and Unredacted minutes of the prior Personnel Review Committee Meeting held on June 28th and motion was made by Mr. Sarkissian and Mr. Jelley seconded and unanimously approved by the Committee.

4. Review of Performance Rubric Development (10 minutes, Board Development Consultant)

Mr. Jelley created a Performance Rubric Development Guidelines to provide the framework to create the task list & criteria on how the Personnel Review Committee can create the Performance Criteria that will be the basis on how bonuses will be determined for the Executive Director and Principal.

Committee agreed to the content of the Rubric Development Guidelines providing that content of the Performance Rubric can be made available prior to the December Board meeting in order to present to the entire Board for approval.

Reviewed prior meeting minutes from staff interviews regarding the evaluation process for both. Results of the interviews are the following: Establish & Implementing Strategic Plan

- Mission Alignment with Staff
- Management of Staff

- Onboarding of new staff - developing staff that are mission aligned, build strong relationships and classroom management
- SMT needs to be more inclusive/transparent with the staff regarding the decision making process of the school.

Principal and Executive Director to confirm what the established performance goals will/should be.

5. Discussion of Priority Principal Performance Goals for 2016-17 (5 minutes, Chairperson)

The following findings were discussed to be monitored as part of the future performance evaluations for the Principal

- Attentive to staff
- Open to feedback
- Assertiveness/directness with faculty and staff.

6. Discussion of Priority Executive Director Performance Goals for 2016-17 (5 minutes, Chairperson)

The following findings were discussed to be monitored as part of the future performance evaluations for the Executive Director

- Become more engaged with Charter world to establish presence.

7. Other New Business

Personnel Review Committee requested that Mr. Jelley and Mr. Forde research best practices and processes for creating Evaluation Rubrics for both Principals and Executive Directors to implement going forward. Findings will be presented at the next Personnel Committee Meeting scheduled for November 15th.

8. Adjournment

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