



**Renaissance Charter High School for Innovation
Minutes of the Meeting of the Board of Trustees
February 26, 6:00 pm
410 East 100th Street, New York, NY 10029**

Minutes

1. Roll call/sign in

Chair George Sarkissian, Vice Chair Sona Karia and Jasmin Singleton were present in person, Board Secretary Latoya Massey and Trustee Jared McShall attended the meeting via video Zoom conference, constituting a quorum for the purpose of conducting business. Also present were Stephen Falla Riff (Executive Director), Terence Joseph (Principal), Ira Yasbin (Assistant Principal), Jason Forde (Associate Director of Strategic Planning and Communications), Jessie Matthews (Associate Director of Pathways), Carmen Fisher (Foreign Language Department Chair), Danielle Martin (Guidance Counselor), Emily Bierwirth (CCR Workforce Development Coordinator) and Board Member Candidate, Darryl Tyree.

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, New York, 10029.

3. Review and Approval of Prior Board Meeting Minutes (5 minutes/Chair)

Minutes for the January Board Meeting minutes were reviewed by the Board. A motion was made to accept the minutes pending minor revisions, and the motion was seconded and passed unanimously.

Ms. Karia made the request to ensure that meeting minutes explicitly states next steps and action items in the minutes to ensure follow up in the next meeting.

4. Update on Planning Process for FY '20 (20 minutes, ED & Principal)

Principal Joseph gave a review of the Planning Process Worksheet, which is a project management tool developed by the School Management Team ("SMT") to track Innovation's planning processes for FY'20. The Program Management tool details the activities and major deliverables needed to create course offerings, staffing plans and a conservative and balanced budget for the upcoming school year.

Mr. Sarkissian and Ms. Karia expressed concerns regarding the monitoring and tracking of the planning process in order to have a solid and timely plan for FY'20. Within the program management tool each activity and deliverable has been assigned an owner to ensure that the activity or deliverable is completed.

Principal Joseph explained that the SMT meets Mondays and Wednesdays regarding the program planning process and also is meeting with school leaders once a week to discuss their respective responsibilities related to the FY'20 planning.

Appraisals for all staff have been completed and SMT will be making final decisions on who will be receiving early offer letters in approximately one month.

SMT will commence a planning process with Innovation Department Chairs to assess each department's course offerings, staffing and budgetary needs, which will provide content for Innovation's Academic Plan and expenses for FY'20.

Ms. Karia asked questions regarding how this planning process will be used in subsequent years to make sure the timeline to make decisions for future planning provide ample enough time to assess school programming and budgetary needs. Principal Joseph agreed to work on creating a timeline for subsequent years once the current planning process has been completed.

As part of the planning and execution process for FY'20, Principal Joseph suggested that Innovation may not host Summer School activities on site in order to plan effectively during the summer with School Leadership Staff to execute the proposed plan.

Ms. Karia also requested that SMT perform a lessons learned exercise to capture risks, issues, and concerns and their respective resolutions/mitigations to inform a better planning process for following years.

Mr. Sarkissian asked for a summary of each task in the Planning Process, which was provided by Principal Joseph.

The following activities will be starting soon as part of the FY'20 Planning Process:

- Audit of SpED protocols and procedures
- Financial analysis of preliminary budget
- Hiring, recruitment & retention needs and processes

5. Academic Accountability Dashboard (25 minutes, ADs Jason Forde & Jesse Matthews)

Mr. Matthews reviewed Innovation's projected graduation rates for the graduating cohort and is projecting that over 70% of the senior cohort will graduate. Mr. Matthews reviewed the work being done with the cohort to keep students on track to graduate in terms of their credits accumulated and Regents examinations passed. Mr. Matthew cited the work being done in Innovation's LEAP program to get a higher percentage of students on track to graduate in 4 years.

He also shared the preliminary progress of the cohort of 2016 (current juniors) to project their progress and graduation rate and revealed that the students in the 2016 cohort are on the same trajectory as the 2015 cohort.

Mr. Forde reviewed the Academic Accountability Dashboard with the Board. The review included the year-to-date enrollment data, SpEd Enrollment, Attendance numbers and an update on Teacher Certification progress.

6. Presentation on ESSA Accountability Status (10 minutes, ED & Principal)

Mr. Falla Riff made a presentation to the Board, reviewing the reasons why Innovation has been designated a Targeted Support & Improvement School based on the ESSA Accountability criteria. Innovation has been identified as a Targeted Support School due to the performance of the Black student demographic. As a result of this designation, Innovation is required to develop the following:

- TSI Schools are required to develop a School Comprehensive Education Plan based on the results of an on-site needs assessment and data collected by the district

- This annual improvement plan must include one evidence-based intervention
- Required to survey parents, staff, and students annually

Innovation's improvement plan is being prepared now and we expect to complete the plan by the end of March, 2019.

7. Meeting with Board Candidates & Discussion of Board Recruitment Process (15 minutes, ED & AD Jason Forde)

Deferred to the March Meeting

8. Executive Session - Discussion of Board Member Candidate Daryl Tyree (10 minutes)

Deferred to the March Meeting

9. Vote on Board Member Candidate Darryl Tyree (5 minutes)

Deferred to the March Meeting

10. Public Speaking (5 minutes)

None

11. Adjournment

Mr. Sarkissian made a motion to adjourn the meeting and Ms. Karia seconded the motion, which passed unanimously.