



**Innovation Charter High School (Innovation)
Meeting of the Board of Trustees
October 18, 2022, 6:00 pm**

MEETING MINUTES

1. Roll call/sign in

Trustees Sona Karia (The Chair), Latoya Massey (The Treasurer) Ramon Perdomo (The Secretary), and Jared McShall were present, constituting a quorum. The meeting was conducted via Zoom video-conference, pursuant to the Governor's emergency regulations, at a virtual location open to the public, and designated on the Notice of Meeting.

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 on the Innovation High School Website.

3. Consent Agenda (5 minutes, Chair)

a. Board minutes

A motion was made, seconded, and passed to adopt the meeting minutes from the Board Meeting dated 9-20-22

4. Accountability Dashboard (15 minutes, ED, Dean of Students)

a. Attendance/LTAs

Ms. Emily Bierwirth reported on attendance and LTA's from the North Star Dashboard. We have seen a dip in attendance from last year to this year. As per usual first year students have the best attendance. The following is a list of attendance strengthening efforts:

Grade Level Competitions: Students in different grade bands will compete to see who can have the highest attendance percentage for a prize.

Preventative measures for LTA's Counseling referrals.

LTA Update: The outreach team has conducted 12 home visits with 6 resulting in no contact. 11 students are pursuing a GED, 1 applying, 7 appointments, 9 need an update.

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b. Enrollment Update

There was a high school fair at the police academy, two more fairs coming up at mott hall on october 25th. Xavier is working on our Social Media page. Ms. Sona Karia asks if there is any concern with the turnover regarding transfers. Ms. Bierwirth says that a majority of the transfers were for reasons out of our control.

c. Board Calendar (ED, Manager of Operations & HR)

Mr. Stephen Falla Riff (the Executive Director) presents the new calendar. Includes board meeting dates, hyperlinks to board meeting agendas as well as Innovation events of interest. Additionally it shows a board attendance tracker.

5. Health & Safety Update (5 minutes, ED)

Mr. Falla Riff reports that there are many incidences of respiratory illnesses and the school is erring on the side of caution. This has led to lots of call outs, however these illnesses are not likely related to covid. The school is preparing for a possible covid break through. The school's PPE inventory is still well stocked, however it is unknown whether the city will continue to provide COVID tests through the winter.

6. Committee Reports (10 minutes, Committee Chairs)

Academic Excellence Committee

Ms. Massey reports that the AEC is continuing to recruit members.

Finance Committee Meeting -

The Finance Committee met 10/6 for a preliminary review of the school's spending summary. The board is prepared for auditors from BKD to present Innovation's draft Certified Financial Statements.

Personnel Committee Meeting.

Ms. Karia reported on the Personnel Review Committee; that the committee is working on strengthening evaluation processes.

7. Public speaking (5 minutes)

Mr. Falla Riff Reminded Board Members to submit their T Shirt size for Innovation High School Teachers. The trustees and Mr. Falla Riff thanked a parent of an Innovation student for attending the 10/20 meeting and invited her to return with more parents for our next meeting.

8. Presentation of Certified Financial Statements (Executive Session) (20 minutes, BKD Auditors)

[REDACTED]

9. Board Annual Elections Refresher (Executive Session) (5 minutes, ED & Chair)

[REDACTED]

10. Board Recruitment Primer- (Executive Session) (5 minutes, ED)

[REDACTED].

11. Finance & Personnel Matters (Executive Session) (15 minutes, Chair & Trustees)

The Board was satisfied with the Committee reports of both the Finance and Audit Committee and the Personnel Review Committee and did not call a motion for an Executive Session.

12. Adjournment

A motion was made, seconded, and unanimously approved to adjourn the meeting.