



**Innovation Charter High School  
Meeting of the Board of Trustees  
December 12, 2023 6:00 pm**

**BOARD MEETING AGENDA**

**1. Roll call/sign in**

The meeting was called to order at 6:07 PM by Vice President, Tavannie Perez. Sona Karia, Latoya Massey, Monique Francis, Tavannie Perez, Jared McShall, Elsie Encarnacion, and Ramon Perdomo were present. Board member candidate, Callie Hull, was also present. Quorum was met. The meeting was accessible in person at all of the locations listed on the notice of meeting, in accordance with Innovation's [Procedures Governing Public and Member Participation at Board Meetings](#), and was also accessible via a Zoom videoconference link.

**2. Filing of Notice of Meeting -**

A notice of the meeting was sent to the NY Times, posted on the school website, the school communique, ParentSquare, and posted publicly at Innovation.

**2. Consent Agenda (5 minutes, Secretary) Approval of board minutes –**

Motion to approve November minutes by Tavannie Perez. Seconded by Jared McShall. Minutes were approved.

**3. North Star Data Team (20 minutes, Associate Director of Pathways Programs; Manager of Operations & HR)**

- a. **Enrollment Update - Emily Bierwirth reported that we currently have 407 students enrolled, 57 students who have been transferred in, and 59 students who have been transferred out. Tavannie Perez asked the reason students transferred out. Emily shared that two of the transfers out were due to disciplinary issues, one moved, another opted for homeschooling, one is unknown. Elsie Encarnacion asked if any students were in the pipeline waiting to be transferred in. Emily stated that she has not heard of any on the docket yet. Tavannie Perez asked if we have looked at more innovative ways to bring in students, suggesting advertisement on the MTA, reaching out to elementary school students, and direct outreach involving a**

door-to-door approach to provide pamphlets and other informational materials to families. She encouraged further exploration of ways to increase interest and enrollment. With regards to recruitment efforts, more staff members are going to fairs to represent Innovation. Terence Joseph shared that he has started conversation with Tereena Somayya about extending college awareness classes or workshops to middle school students and possibly expanding this with the Beacon site in our building to advertise to other Beacon sites across the city. These actions would be another way for others to know who we are. The recruitment process was started earlier this year, which has resulted in identifying families who are interested in joining our school. We have received a great response from our attendance and presentation at a recent school fair. We must examine the cost of advertising on the MTA.

**ATTENDANCE:** Emily Bierwith reported that attendance has decreased since the first day of school, which she has seen as a familiar trend, but overall attendance is still higher than in years past. Tavannie Perez asked if there are ideas to combat decline and if there is another marking period when attendance decreases. Emily Bierwirth stated that she communicates with the parent and addresses the matter in conversations with the student.

**b. Graduation: Progress & Pathways**

Steven Falla Riff stated that he was not ready to present in depth on this matter for this meeting and asked for more guidance on the format for this presentation.

**c. At-Risk Update and LTA Updates -** The current number of LTA's (Long-Term Absences) is 25. This number has decreased due to the number of students who have transferred out. **CREDIT ACCUMULATION/PROMOTION IN DOUBT:** Emily Bierwirth spoke of the focus on our charter goal that 75% of our students in the first three years and first three grades will be on track for earning credits required for graduation. First and second year students are meeting this goal at the end of marking period two, but third year students are below this percentage. Emily reviewed action steps to address this. Tavannie Perez asked how the Board can help.

**d. SPED and ELL Updates**

Steven Falla Riff stated that he was not ready to present in depth on this matter for this meeting and asked for more guidance on the format for this presentation.

**e. Restorative Update**

**Steven Falla Riff stated that he was not ready to present in depth on this matter for this meeting and asked the board for more guidance on the format for this presentation.**

**f. Staffing Update**

**Steven Falla Riff stated that he was not ready to present in depth on this matter for this meeting and asked for more guidance on the format for this presentation.**

**g. Board Calendar – There was no report for this item.**

**4. Committee Reports (10 minutes, Committee Chairs)**

**AEC (Academic Excellence Committee): The committee did not get to meet yet but did send out an interest notice to the school community. The PTO Board suggested inviting parents to join the committee or attend its meetings. An announcement will be made at the PTO General Membership meeting on December 14. The committee expects to meet in January and will establish a meeting schedule with committee members once determined.**

**PRC (Personal Review Committee): The committee met with Mike Jolley and Ashley Roberts about the review tool and aims to complete document revisions by Wednesday, December 13. The committee plans to have the final version to present at the next Board meeting.**

**Finance: The committee did not officially meet because quorum was not met, but members did have a conversation about what they want to achieve. They are looking to schedule a formal meeting sometime during the week of December 18.**

**5. Other Business (5 minutes)**

**Tavannie Perez reported that the Board is focusing on its retreat and acknowledged that the new Board is off to a strong start.**

**6. Public speaking (5 minutes) –**

**Terence Joseph spoke about fake Instagram accounts and pages that have been created that are offensive and are a form of cyberbullying. He and other staff have identified the student who originated the fake page and issued consequences, but he wants to find other ways to resolve this issue. The fake accounts have been reported to Instagram and a request to dismantle and ban the accounts was also submitted. The principal has also enlisted the help of the PTO and will address this at the December General Membership meeting. Plans also include continued blasts on ParentSquare, review and updating of the Code of Conduct handbook, and a Town Hall meeting. Tavannie Perez mentioned utilizing the Counseling team to address students' social emotional needs and issues.**

**7. Board Member Candidate (Executive Session, 5 minutes, Trustees) –**

**Ms. Perez made a motion to enter into executive session, that was seconded by Ms. Francis and unanimously passed.**

**EXECUTIVE SESSION (REDACTED)**

**Mr. Falla Riff noted that the statement that he was about to read could also be used as model language (with appropriate modifications) for future board candidates.**

**Mr. Falla Riff read the following statement into the record of this meeting:**

**Ms. Hull was present at the August 15, 2023 meeting of the Innovation board. At the meeting, she stated that she wanted to join the board because of her personal connection to Innovation, Innovation’s unique approach to education, and its impact on the community. Ms. Hull has already raised funds for Innovation from her employer. These funds were used to support Innovation’s programming, including our Earthwatch scientific fieldwork expedition. Ms. Hull also helped to bring the “Greenbacker” (renewal energy) curriculum to Innovation. Though Ms. Hull’s candidacy was favorably regarded in August, the vote was deferred to ensure that all members of the board had an opportunity to weigh in prior to voting.**

**Ms. Perez stated that the trustees have no other questions regarding the candidacy and want Ms. Hull on the board as soon as possible. Ms. Perez then made a motion to include Ms. Hull as a full voting member of the Innovation Charter High School Board of Trustees, subject to approval by the New York City Department of Education. Ms. Encarnacion seconded the motion and it passed unanimously. A motion was then made, seconded and unanimously passed to move out of executive session.**

**After moving out of Executive Session it was noted that the Board had voted to approve the candidacy of Ms. Hull for the Innovation Board.**

**8. Finance & Personnel Matters (Executive Session) (10 minutes, Chair & Trustees) -**

**Motion by Tavannie Perez at 7:39 pm to enter executive session. Seconded by Jared McShall; unanimously approved to move into executive session.**

**EXECUTIVE SESSION (REDACTED)**

**Motion to exit executive session at 8:01 pm by Tavannie Perez. Seconded by Elsie Encarnacion; unanimously approved to exit executive session.**

**No formal votes were taken during this executive session.**

**9. Adjournment - Motion to adjourn by Tavannie Perez at 8:03 pm. Seconded by Elsie Encarnacion**

