



Innovation Charter High School
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BOARD OF TRUSTEES MEETING MINUTES

FEBRUARY 11, 2025

6:00 PM

1. **Roll call/sign in** – The meeting was called to order at 6:05 pm by Ms. Massey. Latoya Massey, Callie Hull, Monique Francis, Jen Gowers, Elsie Encarnación, and Eric Reyes were present. Yani Peña and Tavannie Perez were absent. Innovation staff present were Stephen Falla Riff, Kezena Brown, Tereena Somayya, Emily Bierwirth, Shalia Desmond, Mekayah Logan, Danielle Martin, and Rachel Goldstein. 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 video conference link.

2. **Filing of Notice of Meeting** - A notice of the meeting was sent to the NY Times and posted publicly at the school and on its website.

3. **Consent Agenda (Secretary) Approval of board minutes** – Ms. Encarnación motioned to approve the January meeting Minutes, seconded by Mr. Reyes.

4. **North Star Data Team (Dean of Student Affairs)** –

a. **Enrollment Update** – The current number of enrolled students is 386. 6 students transferred out; 4 students transferred in. The school's recruitment efforts have yielded 277 applications received for 2025. This is double the number of applications received at this time last year.

b. **Graduation: Progress & Pathways** – Ms. Bierwirth reviewed the status of students in the Class of 2025. Included in her report were the number of students at risk of not graduating and next steps planned to help students meet their graduation requirements.

c. **Attendance, At-Risk, and LTA Updates** – Ms. Bierwirth reported that Promotion in Doubt notices for graduation and credit accumulation have been sent to families. Ms. Bierwirth also reported PUSH outcomes and shared updates about the APEX program, including the SMT's consideration of adding APEX as a class or part of Advisory.

d. **SPED and ELL Updates** – INCLUDEnyc will be partnering with the school to facilitate a family workshop, March 18 at 5 pm via Zoom. The VP of The Collaborative for Inclusive Education and team completed a school visit to offer feedback after observations of classroom instruction and data analysis. ELL students continue to outperform other groups of students in most areas. Students with Disabilities continue to experience challenges in achievement. Efforts continue to determine ways to offer additional support that will lead to improvement.

e. **Family Engagement, Satisfaction, and Community Schools** – Ms. Desmond presented on the 4 Pillars of Community Schools, highlighting Charter Goals 33 and 56. Ms. Desmond also noted the school's increase in outreach to parents and reported the results of various polls completed by parents. Some programs and initiatives that parents would like Innovation to provide to students are more healthy food choices and social/emotional supports, enhanced curriculum and classroom experience, and stronger enrichment programs. Ms. Desmond data points from the 2024 Parent Survey and the dates for the 2025 survey.

f. **Restorative Update/SEL** – Ms. Martin did a recap of Semester 1 reporting the number of referrals, suspensions, expulsions, mediations, and parent engagement interactions.

g. **Staffing Update** – There are 5 current openings, Assistant Principal - Humanities Intervention, Assistant Principal - STEM, SPED Science, SPED History, and General SPED ED. Staff plan to attend the Charter Schools Job Fair to discover potential candidates for these positions.

h. **Board Calendar** – PTO General Membership Meeting - 2/13 at 6:00 pm; Student Incentive trip – 2/13; SAT Day prep and college trips - 3/18; Women's Career Panel – 3/20; Parent and Student Workshop - 1st week in March; IEP workshop - 3rd week in March; Self-Care workshop - 4th week in March.

5. Committee Reports (Committee Chairs) –

AEC – The committee met February 11 and reviewed the Semester 1 analysis of trends and shifts in student progress and performance. The committee has also reviewed partnerships with outside agencies in determining ways to support educators in supporting students. There is consideration of holding grade team meetings to review data analysis and grading systems.

PRC – There have been no meetings since the last Board of Trustees meeting. We are entering our Evaluation Process and will be reaching out to staff for their participation. We will offer Office Hours to answer any questions and provide support.

FINANCE – The committee is working to get the draft of the 2025-2026 budget to review. A presentation was made to Department Heads about department requests and their due date of Feb. 14. The committee expects to have the budget draft by February 28 for more in-depth review during its meeting on March 10th, to then share with the Trustees at-large during the March Board meeting. The goal is to finalize and approve the budget during April's Board meeting. The Finance committee will also be meeting with CSBM about Title 1 funds allocation.

EXECUTIVE – There have been no meetings since the last Board of Trustees meeting.

6. Other Business - NONE

7. Public speaking – NONE

8. PRC update (Executive Session, Chair & Trustees) – The Trustees entered Executive Session at 7:16 pm, seconded by Ms. Hull.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Trustees exited Executive Session at 7:18 pm.

9. Board retreat deliverables (Executive Session, Chair & Trustees) – The Trustees entered Executive Session at 7:18 pm, seconded by Ms. Encarnación.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:24 pm.

10. Finance (Executive Session, Chair & Trustees) – The Trustees entered Executive Session at 7:24 pm, seconded by Ms. Encarnación.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:26 pm.

11. Climate/School Culture (Executive Session, Chair & Trustees) – The Trustees entered Executive Session at 7:26 pm, seconded by Ms. Encarnación.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:53 pm.

12. Advisory board (Executive Session, Chair & Trustees) – The Trustees entered Executive Session at 7:53 pm.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:56 pm.

13. Adjournment - The meeting was adjourned by Ms. Massey at 7:57 pm.