



Innovation Charter High School
410 East 100th Street
New York, New York 10029
212.722.5871
www.innovationhighschool.org
BOARD OF TRUSTEES MEETING

NOVEMBER 19, 2024
6:00 PM

1. **Roll call/sign in** - The meeting was called to order by Ms. Latoya Massey at 6:05 pm. Latoya Massey, Monique Francis, Elsie Encarnación, Jen Gowers, and Yani Peña were present. Callie Hull and Tavannie Perez were absent. Quorum was met. Innovation staff present were Stephen Falla Riff, Kezena Brown, Tereena Somayya, Emily Bierwirth, Mekayah Logan, Atiba Fraser, and Yasmin Henlon. 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 October Minutes, seconded by Ms. Gowers.

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

a. **Enrollment Update** – Current enrollment total is 402, which is lower at this time of the year compared to years past. Since the last Board meeting, there have been 8 students who transferred out and 5 students who transferred in.

b. **Graduation: Progress & Pathways** – As of Progress report 2, the projection rates for the Class of 2025 are: General Education students - 72.16%, SPED students - 59.37%, and ELL students - 100%. Ms. Bierwirth discussed interventions (PUSH, Regent's prep courses, home visits, and meetings to discuss alternate pathways) being used for the 25 At-Risk students. 8 students have graduated early. Ms. Bierwirth also reviewed the status of students in the Class of 2024, Class of 2023, Class of 2022, and Class of 2021. Ms. Somayya reviewed the multiple means of demonstrating student proficiency in and outside of the classroom.

c. **Attendance, At-Risk, and LTA Updates** – Ms. Bierwirth reviewed interventions and incentives being used to improve attendance, decrease At-risk, and address LTA's. Students have chosen food and trips as the top preferred rewards. The School Management Team (SMT) has a coach working with ILT members and is providing professional development to help teachers support students. There is increased data monitoring of instructional performance. The

counselors and discipline team are providing academic interventions and social-emotional supports to students. The number of inactive students has greatly decreased. The team is working aggressively to find alternative placements and to help students with post-secondary plans.

d. **SPED and ELL Updates** – The school has secured a new bussing liaison, who is helping students get the transportation services they need.

e. **Restorative Update/SEL** – As of November 11, 218 referrals were received, the majority of which were Tier 1 referrals. On Election Day, staff participated in a second professional development session on the importance of family partnership and a review of strategies to manage and redirect student behavior.

f. **Staffing Update** – A new Spanish teacher has been hired and started 11/12. There are vacancies for a 10th grade CCR counselor and a Music teacher, as the Pop Vocals teacher will be out on Worker's Comp for the remainder of the school year.

g. **Family and Community Engagement** – Principal Brown highlighted some key events that facilitated family and community engagement: Family/Teacher Conference Night, the October PTO meeting, SMILENY, which provided free dental cleanings to Innovation students, and Innovation serving as host for the November meeting of the East Harlem Human Services Consortium.

h. **Board Calendar** – Upcoming events: Friendsgiving - Nov. 26, Thanksgiving Break, Staff Holiday party - Dec. 20, Gratitude Jar for staff, Senior Picture Day and School-wide Picture Day were completed.

5. Committee Reports (Committee Chairs) –

AEC: The committee met November 19 and plans to continue with bi-weekly meetings, the first Monday and the third Tuesday of every month. The committee's goal is to be as supportive as possible of Principal Brown and Mr. Falla Riff in their endeavors.

PRC: The committee met to finalize the Executive Director's evaluation for the 2024 school year and to discuss his evaluation for the 2025 school year.

FINANCE: The committee reviewed the Q1 report and discussed the plan to hire 2 AP's, one to focus on Gen. Ed. instruction, the other to focus on RTI and SPED instruction.

EXECUTIVE: There have been no Executive Committee meetings in the past 30 days.

6. Other Business - None

7. Public speaking - None

8. PRC update (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 7:08 pm, seconded by Ms. Francis.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during Executive Session. The Board exited Executive Session at 7:12 pm.

9. Voting for Board Positions (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 7:12 pm, seconded by Ms. Francis. In accordance with Annual Elections, Ms. Massey moved to nominate a slate of officers: Latoya Massey as Chair, Tavannie Perez as Vice Chair, Monique Francis as Secretary, and Callie Hull as Treasurer. The motion was seconded and unanimously approved. Ms. Massey then made a motion to elect Ms. Massey as Chair, Tavannie Perez as Vice Chair, Monique Francis as Secretary, and Callie Hull as Treasurer. This motion was seconded and unanimously approved.

Committee Members:

The following trustees were appointed to committees:

Executive: Latoya (Committee Chair), Monique, Tavannie, Elsie, and Callie

Finance & Audit: Callie (Committee Chair), Latoya, and Tavannie

Personnel Review: Latoya (Committee Chair), Elsie, and Monique

Academic Excellence: Tavannie (Committee Chair), Jen, and Elsie

A motion was made, seconded, and unanimously approved to ratify the appointment of all committee members. The Board exited the Executive Session at 7:37 pm.

10. Board Candidate Interview (Executive Session, Chair & Trustees) – The Board entered Executive Session at 7:43 pm.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Board exited the Executive Session at 8:13 pm.

11. Advisory Board (Executive Session, Chair & Trustees) – The Board entered Executive Session at 8:13 pm.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Board exited the Executive Session at 8:25 pm.

11. **General Updates (Executive Session, Chair & Trustees)** – Ms. Massey motioned to enter Executive Session at 8:25 pm, seconded by Ms. Francis.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session. The Board exited the Executive Session at 8:32 pm, seconded by Ms. Encarnación.

12. **Adjournment** – The meeting was adjourned by Ms. Massey at 8:33 pm.