



**Innovation Charter High School**  
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**BOARD OF TRUSTEES MEETING MINUTES**

**APRIL 08, 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 Tavannie Perez were present. Yani Peña joined late. Eric Reyes was absent. Innovation staff present were Stephen Falla Riff, Kezena Brown, Tereena Somayya, Mekayah Logan, and Atiba Fraser. 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. Massey motioned to approve the March meeting Minutes, seconded by Ms. Encarnación.

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

a. **Enrollment Update** – The current number of enrolled students is 385. 3 students transferred out. 250 seats were offered for the 2025-2026 school year. 47 have accepted, 10 have completed registration. Outreach continues to families.

b. **Graduation: Progress & Pathways** – Ms. Brown reported that there has been a decline in graduation projection numbers across all groups (Gen Ed, SPED, and ELL), which is not unusual at this time of year as students often struggle with motivation. Ms. Brown continued with iterations of planned interventions by staff (APEX during Enrichment Week, boosting incentives, initiating family contact, second round with Seniors and their parent(s), hosting a Senior Family Town Hall) to address this and support students. Ms. Brown also reported on the status of students who are exploring alternate pathways and the continued efforts of the teams.

c. **Attendance, At-Risk, and LTA Updates** – Cohorts 2028, 2027, and 2026 are all above 80%, which are the best numbers all year so far. Cohort 2025 is at 71.97%. Principal Brown shared that

incentive criteria and APEX have been the main contributors to these numbers. Efforts to continue improvement in these numbers across all cohorts continue.

d. **SPED and ELL Updates** – Data for these groups was covered in the graduation, attendance and enrollment portions of the North Star presentation.

e. **Restorative Update/SEL** – There have been no significant changes in the statistics for referrals, suspensions, incidents, and expulsions, but Principal Brown shared that students are advocating more for mediation, which highlights a more preventative and proactive approach being taken by youth.

f. **CCR/CTE**– Ms. Somayya reviewed the components of the CCR program and plans for further development and improvement.

g. **Family & Community Engagement** - Principal Brown reviewed March and April highlights. In March, the parents' vote of the use of Title 1 funds was realized in the provision of healthy snacks to students. Also in March, the PTO-sponsored a field trip to the Museum of Arts and Design. In April, breakfast items will be provided to students as they enter campus, and outreach will continue to push for greater completion of the NYC School Survey, which will end April 11. Plans are in place for parents' second choice for use of Title 1 funds, the provision of more social emotional learning opportunities for students.

h. **Staffing Update** – An Assistant Principal for Humanities and an Assistant Principal for STEM have been hired. All teacher and counseling positions have been posted to various employment websites and platforms. Distribution of offer letters has begun.

h. **Board Calendar** – PTO General Membership Meeting ~ April 10; Spring Break ~ April 14-18; Teacher Appreciation Week ~ May 5-9; Staff Appreciation ~ May 9; College Acceptance Day ~ May 19.

## 5. **Committee Reports (Committee Chairs)** –

**AEC** – Ms. Perez reported that a library is being crafted and parents will be welcomed to volunteer as librarians, to catalogue materials and assist students. Plans are being developed to solicit donations from corporations and other resources for devices, books, and other materials to enhance and enrich the space. Principal Brown added that a wish list for teachers is also being developed.

**PRC** – A meeting will be scheduled later this month.

**FINANCE** – The committee is still working on the budget and met with CBSM on April 7.

## 6. **Other Business** - NONE

## 7. **Public speaking** – NONE

8. **Financial review of 2026 budget (Executive Session, Chair & Trustees)** – The Trustees entered Executive Session at 7:31 pm, seconded by Ms. Gowers.

**EXECUTIVE SESSION (REDACTED)**

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

9. **PRC updates (Executive Session, Chair & Trustees)** – The Trustees entered Executive Session at 7:53 pm, seconded by Ms. Perez.

**EXECUTIVE SESSION (REDACTED)**

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:55 pm.

10. **Bylaws revision (Executive Session, Chair & Trustees)** – The Trustees entered Executive Session at 7:55 pm, seconded by Ms. Perez.

**EXECUTIVE SESSION (REDACTED)**

There were no formal votes taken during the Executive Session. The Trustees exited the Executive Session at 7:57 pm.

11. **Adjournment** - The meeting was adjourned by Ms. Massey at 8:05 pm.