



Innovation Charter High School
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BOARD OF TRUSTEES MEETING MINUTES
MAY 20, 2025
6:00 PM

1. **Roll call/sign in** - Ms. Latoya Massey called the meeting to order at 6:08 pm. Latoya Massey, Tavannie Perez, Jen Gowers, Eric Reyes, Monique Francis, and Yani Peña were present. Callie Hull and Elsie Encarnación joined late. Innovation staff present were Stephen Falla Riff, Kezena Brown, Portia Stanley, Tereena Somayya, Emily Bierwirth, Danielle Martin, Shalia Desmond, Mekayah Logan, Brenda Alvarez, 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. Perez motioned to approve the April Minutes, seconded by Mr. Reyes.

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

a. **Enrollment Update** – We are currently at 380 students, 4 students transferred out. 114 students accepted placements, 82 additional students were offered placements but have not accepted yet. Ms. Alvarez, Dean of Enrollment, and Ms. Desmond, Dean of Family and

Community Engagement shared a presentation that focused on recruitment, enrollment, and retention of students from Harlem and other surrounding regions. Also included in the presentation was data collected from student surveys, some of the factors affecting enrollment numbers, and the team's next steps towards attaining enrollment goals. Ms. Alvarez and Ms. Desmond shared ways in which the Board can support the team's efforts and success.

b. **Graduation: Progress & Pathways, Credits projection** - Ms. Bierwirth, Dean of Student Affairs, reviewed the number of students who are on track to graduate and detailed the varied and continued support being provided to those who are at risk of not meeting graduation requirements. Additional data and details are available for review via the North Star data tracker.

c. **Attendance, At-Risk, and LTA Updates** – Promotion in doubt letters have been sent to parents; meetings with the principal are planned. 4 home visits were completed. 2 LTA students have been removed because they are pursuing their High School Equivalency diploma. Ms. Bierwirth stated that there has been an uptick in attendance, but it is not always sustained.

d. **SPED and ELL Updates** – The new request form for referrals is now live. 6 referrals have been received. Additional data and details are available for review via the North Star data tracker.

e. **Family Engagement, Satisfaction, and Community Schools** – May events and activities included: the SMILENYC dental clinic, which provided free dental cleanings to 60 students, a webinar for new families (Transition to High School) will be offered by Keanna Hayes, the PTO elected its Executive Board for the 2025-2026 school year, a fitness fundraiser will be conducted to help launch the new library campaign, and a virtual Title 1 workshop, Helping Teens Manage Big Emotions, is scheduled for May 22 at 6:00 pm. Planned June events and activities are: Open House (June 3), Forde Field Day and Carnival (June 16), hot, healthy breakfast for students during Regents Week (as approved by the Parent Advisory Board, provided through Title 1 funding).

f. **Restorative Update/SEL** - Ms. Danielle Martin and Principal Brown shared this presentation, which included the standard reporting data of referrals by semester, tier and grade, staff interventions, and planned efforts to strengthen the program and its outcomes. The school is seeking a full-time At-Risk Counselor to address the youth that fall in the gap because they are exhibiting Tier 2 behaviors but not receiving mandated services. Additional data and details are available for review via the North Star Data tracker.

g. **Staffing Update** - Mr. Falla Riff shared the teaching vacancies currently available and identified the public platforms and incentives being used to draw applicants.

h. **Board Calendar** – CCR Decision Day and BOLD Arts Event – May 22; Open House – June 3, 5:00-6:00 pm; Prom - June 4; CARTS Annual BBQ (at Randall's Island) – June 11; Senior Pinning Ceremony - June 11, 5:00-6:00 pm; Forde Field Day, Arts Showcase, and Carnival –

June 16; Regents Week - June 17-25; District Safety Plan Review – during June 17 Board Meeting; Graduation – June 30.

5. Committee Reports (Committee Chairs) -

AEC – The committee has been reviewing intervention programs led by Principal Brown, implemented by teachers and counselors and charter renewal preparations.

FINANCE - The committee is still working through the budget, considering pupil enrollment numbers and the purchase of new Chromebooks before presenting it to the Board for approval. The committee is also considering extending its contract with fundraising consultant, Lila Jane Mabe.

PRC - The committee has not had any business requiring a meeting.

EXECUTIVE - The committee has not had any business requiring a meeting.

6. Other Business - None.

7. Public speaking - None.

8. Board Members (Executive Session, Chair & Trustees) - The Trustees entered Executive Session at 7:41 pm, seconded by Ms. Perez.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during this Executive Session. The Trustees exited the Executive Session at 7:44 pm.

9. PRC/HR matters (Executive Session, Chair & Trustees) - The Trustees entered Executive Session at 7:44 pm, seconded by Ms. Perez.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during this Executive Session, which the Trustees exited at 7:58 pm.

10. Graduation (Executive Session, Chair & Trustees) - The Trustees entered Executive Session at 7:58 pm, seconded by Mr. Reyes.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during the Executive Session, which the Trustees exited at 8:01 pm.

11. **Budget Vote (Executive Session, Chair & Trustees)** - The Trustees entered Executive Session at 8:01 pm, seconded by Ms. Peña.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during this Executive Session, which the Trustees exited at 8:03 pm.

12. **Charter Renewal (Executive Session, Chair & Trustees)** - The Trustees entered Executive Session at 8:03 pm, seconded by Ms. Francis.

EXECUTIVE SESSION (REDACTED)

There were no formal votes taken during this Executive Session, which the Trustees exited at 8:07 pm, seconded by Ms. Encarnación.

13. **Adjournment** - Ms. Massey adjourned the meeting at 8:07 pm, seconded by Mr. Reyes