



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

**December 16, 2025
6:00 PM**

1. Roll Call / Sign In

The meeting was called to order at **6:07 PM** by **Ms. Latoya Massey**.

Trustees present (as stated during roll call): Latoya Massey; Tavannie Perez; Callie Hull; Yani Pena; Eric Reyes.

Additional attendees who responded “present” during roll call included: Kezena Brown, Portia Stanley, Michelle Ott, Teerena Somayya, Kathy Rodriguez, and Emily Bierwirth.

2. Approval of Agenda / Prior Minutes

The Chair stated that approval of the consent agenda would be deferred until a new board secretary is in place to support minute-taking, and that the Board would convene separately to approve those items (not during this meeting).

3. North Star Data Team, Academic Progress and Supports

The Board received a presentation on credit projections tied to the school’s charter goals, including projections for classes of 2029, 2028, 2027, and 2026, and a comparison to the prior year. The team noted that this year’s data reflects a quarter system (including a progress-report grade), which may contribute to grading “dips” at this point in the cycle.

The team reported the following interventions and academic supports:

- **Promotion-in-doubt notices:** 86 notices were issued for students on track to fail two or more core classes, with requested in-person meetings; 51 additional notices were issued for students on track to fail one core class (notification without a meeting request).

- **Meetings and escalation for select seniors:** Some seniors at risk of failing three or more core classes were directed to meet with the principal due to concerns about graduation readiness.
- **Incentive trip:** Leadership reported being approved (“greenlit”) for a semester-one incentive trip to motivate students to pass all classes and improve on-time attendance. The eligibility criteria discussed were passing all classes for semester one and/or meeting an attendance benchmark (noted as 90% and above).
- **Staffing updates:** The team reported hiring two new staff members (an Algebra I teacher and a Chemistry teacher) who started that week.
- **Instructional supports:** Added reading intervention classes in response to i-Ready data; ongoing targeted professional development on literacy and planning; and a planned January PD on progress monitoring and formative data collection.
- **Student supports:** An at-risk counselor was hired, and students who failed two or more classes were placed into group counseling. Advisors, teachers, counselors, and case managers were described as conducting outreach and support planning with students and families. A “warrior workroom” lunchtime support structure continued for invited students needing academic catch-up support.
- **Case management:** The team described strengthening case-manager check-ins to better identify executive functioning barriers (organization/time management) without requiring case managers to function as content tutors.

4. Regents Preparation

Leadership discussed upcoming Regents exams and supports:

- Students in prep courses this semester were identified as the primary cohort targeted for January Regents, with the largest groups described as Living Environment, Algebra, Global, and U.S. History.
- Saturday Regents prep and after-school opportunities were reported as a ramp-up to January Regents, with discussion of potentially replicating for June Regents and the need for earlier and clearer student communication to improve attendance at sessions.

The team indicated they would follow up with the total number of Regents exams offered and the number of students sitting for each.

5. Recruitment and Enrollment

Leadership reported overall enrollment at **304**, with three potential transfers pending completion of documents. The team described continuing a structured process for mid-year enrollments, including family touchpoints and fit considerations (including academic trajectory under the semester model and service capacity). Additional recruitment actions noted included upcoming charter fairs, a full-page advertisement, and an email blast, with street-team efforts ramping up in the second semester.

6. Attendance

Leadership presented an attendance comparison to the prior year, noting the school remains slightly above last year but is trending down from a desired target (referenced as “plus 80%”). The team stated that completing the discharge process for LTAs would mathematically improve reported attendance. The team noted two LTAs had earned a high school equivalency, and additional students were pending documentation; one senior transferred out, and another opted to pursue the GED route with planning interview support and testing appointment setup.

7. Counseling Corner and Student Support Updates

Counseling leadership reviewed referral trends, including that low “attendance referrals” should not be interpreted as lack of attendance intervention because other systems trigger attendance support. Counseling highlighted a significant increase in **housing insecurity referrals** from November to December, and stated counselors responded to each referral and connected families to available supports (including legal supports/agencies and, in some cases, shelters closer to the school).

Counseling also described shifts in advisory curriculum to SEL and essential skills (including explicit instruction and practice scenarios), and described tiered interventions (Tier 2 and Tier 3) for academic and behavioral support.

8. Restorative Practices and Culture Update

Leadership shared year-over-year culture metrics, noting a decline in referrals compared with last year (94 last year vs. 169 at the time of reporting, alongside a smaller overall student body). They reported five suspensions to date (two out-of-school and three in-school), no expulsions, and continued family engagement through conferences/mediations/restorative conversations. They also described goals to expand circle practices and mentioned exploration of a “Boys to Men” mentoring partnership for male students needing support.

9. Interruption of Meeting Recording

The Chair reported that the Zoom session was about to end due to being logged into a non-Innovation account with meeting-length limitations. The Chair apologized, stopped the recording, and instructed participants to exit and rejoin using the same link so the meeting could continue.

10. Continuation of December 2025 Board of Trustees Meeting

The Chair resumed the meeting at the same zoom link.

11. Additional Q&A and School Updates

Trustees invited additional questions regarding the restorative, SEL, and family partnership work. Ms. Massey asked how parent conversations were going, specifically whether families were responsive and appreciative of the communication and partnership efforts. School leadership shared that the vast majority of families are supportive of the school's accountability approach and partnership efforts, and that the school continues to ask families how they address similar behaviors at home, in order to align strategies and expectations.

12. Family and community engagement highlights (November–December):

School leadership shared highlights including an education clinic serving 50+ students, with dozens of pairs of glasses provided, and a “Friendsgiving” community event. School leadership also shared that eight students and supportive adults registered for a two-week virtual workshop presented by the NYC Department of Health and Mental Hygiene, and reiterated the school’s goal to continue increasing meaningful family engagement opportunities.

13. Staffing update:

School leadership reported two new hires (one covering Chemistry and Ecosystems, and one covering Algebra I and Applied Math). Remaining vacancies discussed included Physics and ICT support roles, with trustees also clarifying during discussion that Algebra II had been filled. School leadership also noted ongoing recruitment needs in Global Studies and ESL, and invited trustees to share teacher leads.

14. Upcoming Authorizer Engagement and Board Scheduling

School leadership shared that the school had an upcoming authorizer-related call the next day and planned to ask for clearer expectations regarding the upcoming visit. Trustees discussed board presence for the authorizer visit on Tuesday, January 13, approximately 9:30 am–2:30 pm, and Ms. Massey confirmed she planned to attend.

Ms. Massey also noted that the authorizer requested a board Zoom meeting on Friday, January 16, proposed 10:30–11:30 am, and emphasized that the board would need a quorum (at least four trustees) for the session to proceed.

15. Committee Reports

Finance Committee: The committee reported continued monitoring of budget-to-actuals, with budget-to-actuals materials expected to be circulated for trustees to review. The committee indicated that certain items would be brought forward for discussion and vote in the Executive Session, with additional updates to follow at the next board meeting.

AEC: Ms. Massey relayed that AEC leadership/transition items were being coordinated, including an upcoming in-person academic planning conversation for January–June.

PRC: No committee meeting was required during this period; PRC reporting would resume as needed.

16. Other Business

Ms. Massey shared information about Charter Advocacy Day (anticipated in February), including that the organizing contact requested an estimate of parent participation (approximately six parents), with transportation by bus (early departure and afternoon return). Ms. Massey encouraged participation from parents, school leadership, board members, and students when possible, and stated she would forward additional details and dates to trustees.

17. Adjournment to Executive Session

Ms. Massey noted that there was no additional public comment and adjourned the open meeting at 6:51 pm to enter Executive Session for the purposes of discussing board voting and finances.

Executive Session – REDACTED

The Board entered Executive Session at 7:02 PM for the purposes of (1) Board governance/voting matters and (2) financial matters.

Executive Session: Board Governance

The Board discussed governance and officer/role-related matters. No further action was taken in the Executive Session related to Board officer appointments.

Executive Session: Finance

The Board reviewed financial matters, including administrative planning and cost-containment considerations.

Action Taken:

The Board approved an administrative transition related to the school's retirement plan services to support cost savings and operational consolidation.
No other formal votes were recorded in the Executive Session.