



Innovation Charter High School
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BOARD OF TRUSTEES MEETING MINUTES

March 19, 2024
6:00 PM

1. **Roll call/sign in** – The meeting was called to order by Board Chair, Latoya Massey. Latoya Massey, Ramon Perdomo, Jared McShall, Monique Francis, and Callie Hull were present. Quorum was met. Sona Karia joined at 6:11 p.m. Tavannie Perez and Elsie Encarnacion were absent. Innovation staff present: Stephen Falla Riff, Terence Joseph, Ira Yasbin, Atiba Fraser, Mekayah Logan, Emily Bierwirth, Tina Jones, Brenda Alvarez, Tereena Somayya, Lori Zabrocki, Sean Pawlec, Yusef Abdul Sabur, Raisa Swanback (DOE Authorizer). 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 Innovation and on the school website.

3. **Consent Agenda** (Secretary) Approval of board minutes – Ms. Massey motioned to approve the October 2023 meeting minutes; seconded by Mr. McShall. Ms. Massey motioned to approve the February 2024 meeting minutes, seconded by Mr. Perdomo.

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

a. **Enrollment Update** – We currently have 395 students enrolled. SCHOLA has helped recruitment efforts. One Open House has been completed; a second, virtual Open House will be scheduled. A Vanguard mailing yielded 226 applications.

b. **Graduation: Progress & Pathways** – Conversations, interventions, and supports continue to help students meet graduation requirements and goals.

c. **At-Risk Update and LTA Updates** – Data was presented on the number of At-Risk conferences held with students and their parent/guardian.

d. SPED and ELL Updates – There have been no changes since the last meeting.

e. Restorative Update – There were no suspensions for the month of February.

f. Staffing Update – We are currently 100% staffed.

g. Board Calendar – Mar. 20th - CCR's Women's History Month Career Panel @ 3:30 p.m.; March 21st - Dept. of Health Teen/Parent Communication Workshop Part 2; Mar. 21st – PTO General Membership meeting ~ Special Recognition of Female Student Warriors in honor of Women's History Month; April 3rd - PSAT (10th graders) & SAT (11th graders); Apr. 15-19 - Enrichment Week.

5. SEL (Executive Director) - Regents & Assessment presentation by Lori Zabrocki, Yusef Abdul Sabur (History Dept. Chair), and Sean Pawlec (STEM chair). Regents scores have been inconsistent since 2023. There is no data for the COVID years. An action plan has been developed to improve writing skills and reading comprehension, which includes developing curriculum that will increase rigor for student responses. The STRONG method (Strategic Targeted Grouping) is also being utilized to help students improve performance and achievement. Mr. Abdul Sabur stated that he would like more support from the Board to be able to get more classrooms and teachers, provide more electives or college credit classes, and to provide more opportunities for inquiry-based or experiential learning. Mr. Pawlec stated that his "wish list" would include: more classroom space, Math intervention, and SpEd teachers, and a common prep time for teachers.

6. Committee Reports (Committee Chairs) –

PRC

- Last meeting was on 3-12-24; beginning in April, meetings will be held the 1st Monday of each month from 6-7 pm.
- A letter will be given to the Executive Director for the 2022-2023 year in lieu of a formal evaluation.
- Committee Chair met with those selected to complete the 2023-2024 evaluation tool and will provide Office hours to answer questions and provide support.
- Selected participants must complete and submit the 2023-2024 evaluation tool by 6:00 p.m., June 7, 2024.

AEC Committee

- Last official meeting was 2-27-24; the committee had an unofficial meeting on 3-12-24. Next meeting is scheduled for 3-26-24.
- Continued with the Course Sequencing Presentation, which covered challenges being faced today.

- Discussed some examples of elective programs that can support the course sequencing offering and the potential resources needed.
- Discussed promotions and resources to support students planning to attend Prom.
- Discussed expanding financial literacy to families and enhancing the lessons for students to better prepare them for life.
- Briefly touched on classes like gym and getting students more engaged and active.

Finance Committee

- Last two meetings were held 2-26-24 and 3-13-24; Next meeting is scheduled for 3-27-24 at 4:00 pm.
- Reviewed the first round of FY25 Budgets, Department Program Budgets, and potential Budget Savings.
- Discussed Fundraising updates; the Committee agreed to hire a consultant, who would start in April, to assist with this initiative.

7. **Other Business** – There was no other business raised.

8. **Public speaking** – There were no comments.

9. **Human Resources** (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 8:06 p.m., seconded by Ms. Francis.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Ms. Massey motioned to exit Executive Session at 8:30 p.m., seconded by Ms. Francis.

10. **PRC** (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 7:45 p.m., seconded by Mr. McShall.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Ms. Massey motioned to exit Executive Session at 7:57 p.m., seconded by Mr. McShall.

11. **Voting for Board Members** (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 7:44 p.m., seconded by Mr. Perdomo.

EXECUTIVE SESSION (REDACTED)

The motion to elect Callie Hull as Board Treasurer was unanimously approved and passed.

It was motioned and seconded to exit Executive Session at 7:45 p.m.

12. **Board Retreat** (Executive Session, Chair & Trustees) – Ms. Massey motioned to enter Executive Session at 7:57 p.m., seconded by Mr. Perdomo.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Ms. Massey motioned to exit Executive Session at 8:05 p.m.; seconded by Ms. Francis.

13. **Adjournment** – The meeting was adjourned by Ms. Massey at 8:30 p.m.