



Innovation Charter High School
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BOARD OF TRUSTEES MEETING MINUTES

April 16, 2024

6:00 PM

1. **Roll Call and Sign in** – The meeting was called to order at 6:09 p.m. by Board VP, Ms. Tavannie Perez and seconded by Mr. Ramon Perdomo. Tavannie Perez, Ramon Perdomo, Callie Hull, Elsie Encarnacion, Sona Karia, and Monique Francis were present. Quorum was met. Latoya Massey joined at 7:17 pm. Jared McShall was absent. SMT and Innovation staff present: Stephen Falla Riff, Executive Director, Terence Joseph, Principal, Mekayah Logan, Ira Yasbin, Tereena Somayya, Emily Bierwirth, Kamona Warren-Cham, Shané Davis, Jamilah Abdul-Majid. 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. Perez motioned to approve the March 2024 meeting minutes; seconded by Mr. Perdomo.

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

a. **Enrollment Update** – There are currently 404 students enrolled. 330 applications were received after recruitment efforts.

b. **Graduation: Progress & Pathways** – Our graduation rate is currently projected at 74%. Principal, Terence Joseph, added the following clarifying data: From End of Semester One Projections: Transfers - 88.6% projected graduation rate; non-transfers - 79% projected graduation rate.

c. **At-Risk Update and LTA Updates** – Notices for summer programming were sent to underclassmen. Conversations about alternate pathways (i.e., GED) continue with students who are not on track to graduate. **Attendance** – There is a trend for low attendance on scheduled half-days, testing days, and trips.

d. **SPED and ELL Updates** – We currently have 35 ELL students. One transfer-in student has brought the SPED total to 128.

e. **Restorative Update/SEL** – There were 3 suspensions and 1 expulsion since the March 19th meeting. Students and staff are engaging in restorative discussions and practices. Enrichment Week has provided students with opportunities for experiential learning.

f. **Staffing Update** – There were no staffing updates.

g. **Board Calendar** – PTO monthly meeting including Community School Governance segment – Thursday, April 18th at 7:15 pm; Teacher Appreciation Week May 6th – 10th; 40 Basketball Classic – May 8th – May 10th, will include installation of plaque in honor of Mr. Jason Forde; Service Expo – week of May 20th; Senior Decision Day – May 31st; 40 Fun Day - June 13th; Graduation - June 28th at the Auditorium of the 92nd Y at 2 pm.

5. **CCR/CTE (Executive Director)** – Ms. Somayya presented the CCR/CTE staff, program components, current performance, and future planning in relation to our charter goals and recorded data.

6. **District Safety Plan (Executive Director)** – Mr. Falla Riff reviewed the elements, confidentiality, and timeline for the plan's review, approval, and adoption. The document is due August 2024.

7. **Committee Reports (Committee Chairs)** –

AEC – The committee reviewed a list of questions posed by Ms. Abdul-Majid and touched on doing observations at other schools for strategies that could generate more success at our school. A list of schools to visit will be determined during the next meeting.

PRC – Mr. McShall is working on the Executive Director's evaluation letter for 2022-2023 school year. There will be two more Office hours sessions available for those who may have questions about the 2023 evaluation tool.

FINANCE – The committee is still working through the FY '25 draft budget with plans to present it at the next Board meeting for review and approval. Discussion also ensued around fundraising. A consultant has been hired to assist with fundraising planning and efforts. The Benefits survey will be discussed at the next meeting on May 6.

8. **Other Business** – Ms. Encarnacion expressed her gratitude for the students who visited her office to learn more about public office.

9. **Public speaking** – Ms. Jamilah Abdul-Majid thanked everyone for the informative meetings, which provided an opportunity to be kept abreast of Innovation business, planning, and progress. Ms. Karia asked for follow-up on the plans to ramp up staffing.

10. **Board Retreat (Executive Session, Chair & Trustees)** – Ms. Perez motioned to enter Executive Session at 8:17 pm; seconded by Elsie Encarnacion.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this Executive Session. Motion to exit Executive Session by Ms. Perez at 8:24; seconded by Ms. Massey.

11. **Board Concerns (Executive Session, Chair & Trustees)** - Ms. Perez motioned to enter Executive Session at 8:25 pm; seconded by Elsie Encarnacion.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this Executive Session. It was motioned and seconded to exit Executive Session at 8:39 pm.

12. **Adjournment** – The meeting was adjourned by Ms. Perez at 8:30 pm.