

**Achievement First (AF) Brooklyn Charter Schools
Board of Trustees Meeting**

Thursday, June 6, 2019

AF Network Support Offices, 335 Adams Street, Suite 700, Brooklyn, NY

- DRAFT MEETING MINUTES -

Board Members in Attendance:

Alison Richardson, Romy Coquillette, Judge L. Priscilla Hall, Chris Lynch, Jon Atkeson, Warren Young, Will Robalino, Justin Cohen, Deb Shanley, Amy Arthur Samuels, Judith Jenkins, Angela Tucker (attending by phone)

Staff and Guests in Attendance: Erika Hval, David Crockett, Ken Paul, Fatimah Barker, Victor De La Paz (attending by phone), Sarah Blanton (attending by phone), Stephanie Keenoy (attending by phone), Michael Rosskamm (attending by phone)

Erika Hval recorded the minutes. The meeting was called to order at 6:18 PM.

1. Executive Session

Deb Shanley made a motion to enter executive session at 6:20 PM to discuss the proposed acquisition of real estate and a confidential matter concerning an AF student; Jon Atkeson seconded the motion and all were in favor.

Deb Shanley made a motion to exit executive session and re-enter public session at 7:16 PM; Jon Atkeson seconded the motion and all were in favor.

2. End of Year Principal Performance Update

Members of the Academic Committee provided a summary of the AF Brooklyn principals' performance growth plans (PGP) that had been shared with them prior to the meeting. The Academic Committee then invited Regional Superintendents Stephanie Keenoy and Michael Rosskamm to review highlights from the PGPs with the board

Michael Rosskamm, a middle school Regional Superintendent, discussed some improvements in 5th grade math and gave some examples of his strongest principal performers in the middle school cohort. He also named some culture and leadership gaps he aims to help address with professional development and coaching over the summer and coming school year. Michael answered various Board member questions related to school staff retention, suspensions, and the scholar transition from elementary to middle school. In addition, he previewed a new



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“buddy system” initiative planned to launch next year that will assist staff in sharing best practices across schools.

Stephanie Keenoy, an elementary school Regional Superintendent, spoke about the strong adult culture among the elementary school cohort. She plans to work on growing an even more joyful scholar experience next year by focusing upcoming professional development on relationship-building between teachers and students. She reminded the Board of upcoming, planned principal staffing changes, and answered questions about staffing coverage given that three principals are about to enter temporary parental leave.

3. Report Outs

Victor De La Paz, CFO, and Jon Atkeson led a report from the Finance Committee including year-to-date financials and the proposed AF Brooklyn budget for Fiscal Year 2020. The Finance Committee report also included a review of proposed changes to AF’s Fiscal Policies, as well as the recent process to select an audit firm. AF re-bids for an audit firm every five years and the final selection is made after the candidate firms interview with members of the finance committees from all AF boards.

Deb Shanley led an Executive Committee report. Dr. Shanley reviewed recent suggestions by the Executive Committee to change the current Board term limits as presented in the by-laws. She also explained the Committee’s interest in updating the ex-officio, Parent Representative positions on the Board.

Dr. Shanley further updated the Board on the search underway to find a new Parent Representative given that the student of the current Parent Representative, Angela Tucker, is about to graduate from high school. Per the by-laws, the Board may invite a Trustee to continue to serve for up to six months past his or her term or until a replacement is found, whichever comes first. Dr. Shanley recommended we offer this option to Angela who is interested in staying on to help select the next parent to fill her role.

Erika Hval provided an additional update regarding a new requirement by the NYC Department of Education (DOE). The DOE will no longer approve renovation projects without a guaranty agreement. Per the by-laws, the Board must execute these types of agreements unless the entire Board agrees to authorize a specific Trustee(s) or AF staff member. Erika explained that AF’s General Counsel recommended that the Board authorize either Dr. Shanley or the General Counsel to execute these agreements on their behalf in order to expedite these time-sensitive processes. The Board was in general agreement but asked to be provided a copy of these signed agreements via email whenever executed.



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4. Board Business

The following resolutions were unanimously approved by the Board:

Resolution 1: RESOLVED, the AF Brooklyn Board of Trustees hereby agrees to execute the non-binding Term Sheet/Letter of Intent with Turner Impact Capital concerning the property located in East New York, as presented.

FURTHER RESOLVED, Achievement First or its designee are, jointly and severally, authorized and directed, in the name of AF Brooklyn Charter Schools to negotiate the terms and conditions of the lease contemplated by the non-binding Term Sheet/Letter of Intent discussed in the foregoing resolution, subject to Board approval.

Resolution 2: RESOLVED, the AF Brooklyn Board of Trustees hereby approves the financial report as presented.

Resolution 3: RESOLVED, the AF Brooklyn Board of Trustees hereby approves the school budget for the 2019-2020 year as presented.

Resolution 4: RESOLVED, the AF Brooklyn Board of Trustees hereby approves the revised Achievement First Charter Schools Fiscal Policies as presented.

Resolution 5: RESOLVED, the AF Brooklyn Board of Trustees approves CohnReznick to conduct the 2019-2020 audit.

Resolution 6: RESOLVED, the AF Brooklyn Board of Trustees, pursuant to article IV of its by-laws, hereby elects Jonathan Atkeson to serve an additional three-year term that shall expire on June 30, 2022.

Resolution 7: RESOLVED, the AF Brooklyn Board of Trustees, pursuant to article IV of its by-laws, hereby elects Romy Coquillette to serve an additional three-year term that shall expire on June 30, 2022.

Resolution 8: RESOLVED, the AF Brooklyn Board of Trustees, pursuant to article IV of its by-laws, hereby elects Andrew Hubbard to serve an additional three-year term that shall expire on June 30, 2022.

Resolution 9: RESOLVED, the AF Brooklyn Board of Trustees hereby authorizes its Chair and Achievement First's General Counsel to be the signatory, in the name of AF Brooklyn Board of Trustees, on guaranty agreements in connection with school renovation projects.



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Resolution 10: RESOLVED, the AF Brooklyn Board of Trustees hereby approves the meeting minutes from March 28, 2019.

Resolution 11: RESOLVED, the AF Brooklyn Board of Trustees, pursuant to Article IV of its by-laws, hereby elects Angela Tucker to continue to serve as Parent Representative for the shorter of (A) six months and (B) the time until her successor has been elected.

5. Announcements

Dr. Shanley announced that potential FY20 Board dates would be emailed soon and drew the Board's attention to the list of recent college acceptances for AF's Class of 2019, included in the Board pack.

There being no other business before the Board, it was unanimously:

RESOLVED, to adjourn at 9:09 PM.



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