

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

Thursday, October 3, 2019

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

- DRAFT MEETING MINUTES -

Board Members in Attendance:

Alison Richardson, Romy Coquillette, Chris Lynch, Jon Atkeson, Deb Shanley, Warren Young, with Amy Arthur Samuels and Angela Tucker joining by phone.

Staff and Guests in Attendance: Sarah Blanton, Kate Caldwell with Victor De La Paz joining by phone for a portion of the meeting.

Sarah Blanton recorded the minutes. The meeting was called to order at 6:04PM.

1. Student Experience Discussion

Charmayne Joseph, VP of Student Experience, gave an overview of her work and the ways in which the AF network is thinking about school culture. Specifically, the Student Experience Team approaches their work asking the following questions:

- Positive tone: to what extent is the overall tone of the classroom marked by respect, love, and belonging, with a deep belief in all students?
- Focused Learning: to what extent are the habits and routines consistent, predictable, and in service of focused learning?

Ms. Joseph is focused on the following core priorities for the 2019-20 school year:

- Articulating a 5-year vision for the student experience
- Mindset and relationships
- Equity lens to culture practices
- Dean of School Culture skill building
- Strong Social Emotional Learning (SEL)

There are schools across the network that are excelling in these areas, but the goal is to have every classroom in every school be a place where student-teacher relationships are strong and meaningful and there is a culture of self-reflection.

Pulse surveys, which track progress towards these goals, look good thus far. The first Student Investment Survey will be administered next week.



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2. Growth and Expansion Discussion

Victor De La Paz, AF CFO, joined the meeting by phone to lead the discussion on growth and expansion. There are three fundamental projects for consideration: (1) a permanent location for AF Linden Middle School in Brooklyn, (2) a temporary facility in Queens on 161st St and (3) a permanent location for the first Queens elementary school.

- (1) Permanent space for Linden Middle
 - The original deadline to negotiate the lease was October 5, 2019 but because of various delays a 30 day extension was agreed upon.
 - The board's Real Estate Subcommittee is projected to see the lease by mid-October.
 - Melika Forbes, AF General Counsel, is working with outside counsel. AF has also reviewed the business terms with Charter School Growth Fund.
- (2) Temporary Space in Queens – 161st St.
 - A few weeks prior, the Real Estate Subcommittee agreed to enter into a non-binding term sheet.
 - The building owners hesitated to commit to the terms. In particular, they don't want to be incubation space. They want to be our permanent location but they are open to a 10 year lease with renewals.
 - If enrollment were to dip to where the charter would be at risk, we could back out.
- (3) Permanent Space for Queens Elementary School #1
 - AF is looking at Nov 15th to enter into a term sheet with Civic Builders.
 - Civic Builders owes AF follow up information on comps. The cost seems high but that expense is due to (1) the market, itself and (2) AF's preference for large schools given the number of kids we have. AF has a higher standard for square feet per student.
 - The next step is to enter into a term sheet, then in the spring, enter into a lease and break ground in the summer.

The requested forecasts/models are in process. They have made several versions. Will Robalino has worked with AF to ensure that the board's questions and concerns are represented.

The board shared that the basics of each building make sense.

3. Committee Reports

Jon Atkeson, treasurer, gave the Finance Committee report. The unaudited financials for FY19 show a surplus through June 2019.



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Warren Young raised the issue of managing the excess cash position with an investment strategy including interest bearing accounts. Victor De La Paz is going to follow up about options.

Deb Shanley led the Executive Committee report. Romy Coquillette updated the board about a prospective trustee. The next steps are for Deb Shanley to meet with him. Sarah Blanton is going to reach out to Sarah Najarian at Robin Hood about their board trainings. Angela Tucker gave an update on the search for new parent representatives.

4. Board Business

Because the board did not have quorum, no business was conducted.

5. New Business

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

RESOLVED, to adjourn at 8:52PM.



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