

DRAFT MINUTES

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

Thursday, May 19, 2022, 6:00 PM

[Jay Suites](#), 4th Floor, Room D

<https://achievementfirst.zoom.us/j/8959180848>

I. Call to Order

The meeting was called to order at 6:05 pm by Romy Coquillette. The following board members, constituting a supermajority of the Board, and AF staff were in attendance.

Trustees: Romy Coquillette, Andy Hubbard, Josh Vidro, Warren Young, Amy Arthur Samuels, Chris Lynch, Will Robalino, Kevin Miquelon, Anup Menon, Desiree Dalton, Jonathan Atkeson Alison Richardson, Tamika Bradley, Akeem Frett

AF Staff and Guests: Fatimah Barker, Lisa Margosian, Neil Shah, Xanthe Jory, De-Lea Deane-Allen, Isabel Tañedo, Sultana Salma, Beth Cocuzza, Stephanie Keenoy, Ken Paul, Adrien Siegfried, Amy Christie, Rod Bowen, Kate Aufiero, David Sweeny, Ketki Harale, Cassidy McKee, Cymone Card

II. Public Comment

There was no public comment.

III. Approve minutes

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby approves the meeting minutes from March 31, 2022 and April 11, 2022.

Motion by Amy Samuels

Second by Kevin Miquelon

All in favor.

IV. Committee Reports

a. Academic Committee Report

Stephanie Keenoy, AF Superintendent, and Amy Christie, AF Senior Director, College and Career, delivered Team College and Career updates. Ms. Keenoy highlighted AF's student-centered approach to college counseling, centering what matters most to students when making post-secondary choices.

Ms. Keenoy and Ms. Christie entertained questions from the Board on college counseling, bridge funding program (now the “Dacia Toll scholarship program”), students’ postsecondary options, college applications and admissions, STAR reading assessments, and if/how student success is factored in by families when deciding to matriculate at AF.

b. Finance Committee

Neil Shah, AF Chief Finance Officer, and Kate Aufiero, VP of Finance presented YTD financial statements and draft budget for SY22-23.

Mr. Shah and Ms. Aufiero entertained questions from Trustees on digital learning platforms costs, enrollment numbers and salaries reflected in the budget, and board designated reserves.

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby approves the financial report as presented.

Motion by Warren Young
Second by Andy Hubbard
All in favor.

Warren Young asked a follow-up question on staffing models presented in the draft budget. There being no further questions, it was,

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby approves the financial budget for the 2022-2023 fiscal year as presented.

Motion by Kevin Miquelon
Second by Warren Young
All in favor.

The Board briefly discussed the re-appointment of the auditors.

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby ratifies the re-appointment of CohnReznick to perform the financial audit of the 2021-22 fiscal year and prepare the IRS Form 990s.

Motion by Anup Menon
Second by Chris Lynch
All in favor.

c. Facilities Committee Report

Ketki Harale, VP of Facilities, provided a brief update on progress made at the Ujima Incubation Space and AF Linden MS. Xanthe Jory, AF Chief Operating Officer, updated the Board on potential permanent spaces for AF Ujima HS and Legacy K-8 and related decision timelines.

Ms. Harale and Ms. Jory entertained follow up questions from Trustees on enrollment assumptions considered in their report. Mr. Young noted that the facilities decisions the Board will make is something that the Board has not had to deliberate on before. Mr. Lynch and Mr. Shah noted that the leases will impact the AF balance sheet and the way debt obligations are managed in the future.

Cassidy McKee, AF Director of Special Projects, presented forecasted projections through 2034. Ms. Coquillette and Mr. Miquelon noted that the Facilities Committee is deep in the analysis phase and noted that the presentation would be updated as they continue to discuss this at Committee level. Ms. Jory and Mr. Shah flagged upcoming deadlines, noting that the AF team has confidence in the long-term viability of these projects. Ms. Coquillette requested that the Board table Facilities-related discussions and take this up at the next Committee session. Ms. Coquillette also invited other Trustees to ask questions and attend Committee meetings to keep abreast of updates.

Amy Samuels followed up about the status of AF's Brooklyn charters and the local political landscape.

V. Board Business

In the interest of time, Ms. Coquillette requested that the Board take up votes before continuing on to other discussions.

a. Amending Board by-laws to extend Trustee term limits

Ms. Coquillette noted that the current bylaws set a limit of two 3-year terms for Trustees. With several Trustees approaching the end of their term limits, and upcoming important decisions that need to be made by the Board, Ms. Coquillette proposed that the Board vote to extend the limit to three 3-year terms, which would give the Board continuity in leadership. The Board discussed the merits of this proposal and found that a limit of four 3-year terms would be more appropriate, especially in light of real estate decisions that will impact the next 10-15 years.

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby approves, effective May 19, 2022 the amended and restated by-laws to note the current number of Trustees (17) and to extend term limits for Trustees, other than Parent Representatives, from two to four terms.

Motion by Will Robalino
Second by Warren Young
All in favor.

b. Re-approve principal renewals for SY22-23

Ms. Coquilletta noted the need to re-approve of principal renewals taken up on March 31, 2022, to ensure that motions were captured correctly.

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby re-approves the renewal of the following principals, with the final compensation package as incorporated in the FY23 Budget as approved today:

- Noah Hellman, AF Apollo Elementary School
- Jesse Ugglia, AF Apollo Middle School
- Jordan Hardy, AF Aspire Elementary School
- Hope Fox, AF Aspire Middle School
- Allison Laird, AF Brownsville Middle School
- Courtney Saretzky, AF Bushwick Elementary School
- Sam Jones, AF Bushwick Middle School
- Sade Johnson, AF Crown Heights Elementary School
- Victoria Pierre, AF Crown Heights Middle School
- Martin Palamore, AF East Brooklyn High School
- Merlyn Senter, AF East New York Elementary School
- Colleen Young, AF Endeavor Elementary School
- Jess Eddy, AF Legacy Elementary School
- Alicia Harper, AF North Brooklyn Prep Elementary School
- Nana Effah, AF Ujima High School
- Jason Coalter, AF University Prep High School
- Tamla Frater, AF Voyager Middle School

Motion by Jon Atkeson
Second by Anup Menon
All in favor.

c. Approve interim principal list through September 30, 2022

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby approves the following individuals to serve as interim principal, as needed, for a period of time not to exceed sixteen weeks, based on the recommendations by Achievement First, between May 20 and September 30, 2022.

AF Apollo ES	Lindsey Smith until 6/24, Jessica McDonald starting 6/25
AF Aspire ES	Nora Watkis until 6/24, Shané Brown starting 6/25
AF Brownsville ES	Ana Samper, until 6/24, Mallory Bodhuin starting 6/25
AF Bushwick ES	Jessica Ziegler
AF Crown Heights ES	Melissa Cantave, Liz Harnett as backup
AF East New York ES	Kiera Gilbert, Katherine Donaldson starting as backup
AF Endeavor ES	Anika Locklear
AF Legacy ES	Ashley Wilson
AF Linden ES	Marrie Diallo until 6/24, Jessica Donovan starting 6/25
AF North Brooklyn ES	Daliza Lawrence
AF Apollo MS	Derrell Melton aa
AF Aspire MS	Hope Fox until 6/24, Skyla Jude starting 6/25
AF Brownsville MS	Caroline Roth, Jose Guerrero as backup
AF Bushwick MS	Sam Jones until 6/24, Keresa Gentry starting 6/25
AF Crown Heights MS	Jesse Balis-Harris (until Regional Superintendent is announced in mid-June)
AF East New York MS	Jesse Balis-Harris (until Regional Superintendent is announced in mid-June)
AF Endeavor MS	Jadine Joseph until 6/24, Alexa Crawford starting 6/25

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AF Linden MS	Stephanie Blieka until 6/24, Ty Menardy starting 6/25
AF North Brooklyn MS	Kat Delacruz until 6/24, Trina Russell starting 6/25
AF Voyager MS	Jesse Balis-Harris (until Regional Superintendent is announced in mid-June)
AF Brooklyn HS	Damen Scott until 6/30, Liz Harris starting as 7/1
AF East Brooklyn HS	Tom Ng
AF Ujima HS	Rod Bowen (until Regional Superintendent is announced in mid-June)
AF University Prep HS	Katie McPollom

Motion by Kevin Miquelon

Second by Will Robalino

All in favor.

d. Updates to New York Open Meeting Law

Ms. Coquillet noted the change in how board meetings would be run going forward, starting June 9, in line with updates to the Open Meeting Laws in New York.

RESOLVED, that the Achievement First Brooklyn Board of Trustees will utilize the video conferencing options in compliance with the updated Public Officers Law 103, effective June 9, 2022.

Motion by Warren Young

Second by Anup Menon

All in favor.

e. Re-elect directors

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby re-elects Tamika Bradley to serve as a Parent Representative for an additional 1-year term ending June 30, 2023.

Motion by Will Robalino

Second by Chris Lynch

All in favor.

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RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby re-elects Desiree Dalton to serve as a Parent Representative for an additional 1-year term ending June 30, 2023.

Motion by Chris Lynch
Second by Kevin Miquelon
All in favor.

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby re-elects Judith Jenkins to serve an additional two-years ending June 30, 2024.

Motion by Amy Samuels
Second by Warren Young
All in favor.

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby re-elects Romy Coquillette to serve an additional three-year term ending June 30, 2025.

Motion by Will Robalino
Second by Anup Menon
All in favor.

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby re-elects Jonathan Atkeson to serve an additional three-year term ending June 30, 2025.

Motion by Warren Young
Second by Will Robalino
All in favor.

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby re-elects Kevin Miquelon to serve an additional three-year term ending June 30, 2025.

Motion by Will Robalino
Second by Chris Lynch
All in favor.

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby re-elects Amy Samuels to serve an additional three-year term ending June 30, 2025.

Motion by Josh Vidro
Second by Chris Lynch
All in favor.

VI. Discussion and other updates

The Board returned to Board discussions.

a. Updates on Ujima SY22-23 rollout

Ms. Keenoy updated the Board on the implementation of Ujima plans for SY22-23, noting that it has been going well so far. AF has engaged with staff and families in the process and will continue to do so as lottery results are announced and schools welcome students to their new schools.

Ms. Keenoy entertained questions from the Board on families who opted to matriculate at DOE schools and incoming 8th graders at Ujima.

b. COO Report on enrollment and safety

Ms. Jory entertained questions on the recruitment of a safety consultant and updates to COVID-related policies.

c. Other updates

Ms. Coquillette noted that Fatimah Barker, interim AF CEO, would be transitioning out of her role, and welcomed Lisa Margosian, incoming interim CEO. Ms. Barker and Ms. Margosian updated the Board on their work together so far.

VII. Adjourn

There being no other business, the meeting was adjourned at 8:40pm.

Motion by Kevin Miquelon
Second by Amy Samuels
All in favor.