



**DRAFT Minutes**  
**Achievement First Brooklyn**  
**Board of Trustees Meeting**

Venue: TFA, 25 Broadway, 12th floor - GC Room  
Zoom: <https://achievementfirst.zoom.us/j/7382361994>  
Wednesday, November 16, 2022, 6:00-7:30 pm

**I. Call to Order**

The meeting was called to order by Ms.. Romy Coquilletto at 6:14 pm.

**Attendees:**

Trustees:

NAME	Present		
Romy Coquilletto	Y	Desiree Dalton	Y
Christopher Lynch	Y	Akeem Frett	Y
Warren Young	Y	Anup Menon	N
Alison Richardson	Y	Kevin Miquelon	Y
Jon Atkeson	Y	Will Robalino	Y
Rhonda Barros	N	Amy Arthur Samuels	Y
Tamika Bradley	N	Josh Vidro	Y

AF Staff: Lisa Margosian, Beth Cocuzza, Xanthe Jory, John Sharkey, Karolyn Belcher, Neil Shah, Emma White, Sulafa Bashir, Sultana Salma  
Guests: Shawn Warren, Paul Cabana

**II. Public Comment**

There was no public comment.

**III. Approval of Minutes**

Ms. Romy Coquilletto moved the board to vote on approving the minutes from the 21 September 2022 board meeting.

It was:

RESOLVED, the Achievement First Brooklyn Board of Trustees hereby approves the meeting minutes from September 21, 2022.

[achievementfirst.org](http://achievementfirst.org)



Motion by Alison Richardson  
Seconded by Desiree Dalton  
All in favor

#### **IV. New Board Members**

Ms. Shawn Warren and Mr. Paul Cabana were introduced to the board.

Ms. Romy Coquillette moved the board to vote on the following resolution:

It was:

RESOLVED, that the AF Brooklyn Board of Trustees hereby elects Mr. Paul Cabana to serve as a Trustee for a 3-year term, ending June 30, 2025.

Motion by Alison Richardson  
Seconded by Will Robalino  
All in favor

#### **V. Discussion with Achievement First**

##### **A. Deep Dive on Enrollment**

Before commencing, Ms Lisa Margosian, Interim Chief Executive Officer, began by introducing Ms Karolyn Belcher, Acting Superintendent.

Ms. Xanthe Jory presented the current state of enrollment including the key factors that played a role in the data received. Ms. Jory further highlighted the strategic response with 4 levers to address the root causes of the attrition challenges faced.

Board members asked questions about the transition from MS to HS and the extent to which schools are surveying families to get data on reasons behind their departure to provide tangible evidence that would inform decision making.

There was also a discussion about the changes to the AF high school model away from an AP-for-all model. Ms. Margosian emphasized the importance to not only prepare scholars for college but alternative options such as CTE, which also includes providing them with the resources to gain access to these avenues.

In response to questions about high school transition, Ms. Jory stated that there is a revamp of how schools engage with families of students going from 8th to 9th grade, and the process would involve input from high school principals.



There was a discussion about the use of data and Mr. John Sharkey stated that there had been a shift from using standardized achievement tests as a measure of proxy for learning. However, as a network, there is a move back towards having access to diverse data and employing concrete methods of analyzing projections.

Ms. Belcher added that although tests are not the best measure, they are what we currently have and as such, there is a need to utilize them to get a sense of how scholars are performing across multiple measures.

## **VI. Committee Reports**

### **A. Academic Committee Report**

An academic data summary was presented comparing schools' performance with their host districts as well as with Brooklyn borough and New York City averages on Math, ELA and Science state tests. There was also an update on the academic interventions focused on curricular changes that were presented in the previous meeting, which are having an impact in terms of incremental growth in the interim assessments taken thus far this year.

A board member asked if the results are consistent across schools to which Mr. Sharkey noted that there are variations among the schools, with more variability observed in the elementary programs.

A board member asked about whether events that celebrate teachers and school staff are occurring as they did before the pandemic. In response, it was shared that a dinner is set to be scheduled with principals as a starting point.

Mr. Rod Bowen presented on East Brooklyn High School, a tier 1 school, which has been navigating large-scale challenges. He stated that a proposal was being drafted to share with the board on the specific needs of the school. A board member added that it is important to prioritize investing resources to strengthen safety measures.

Mr. Bowen also presented on Brooklyn High School, a tier 2 school, which is doing well and is more stable with a new principal.

Ms. Jory presented a recommendation and rationale regarding growth plans. The recommendation involved not moving forward with opening the planned new elementary school, Queens ES, for the year 23-24, and reconsidering its start date as part of the larger NY strategy plan.

Ms. Romy Coquillette moved the board to vote on the pausing of opening the school.



It was:

RESOLVED, that the Achievement First Brooklyn Board of Trustees hereby approves the plan to pause on opening Queens ES #2, the planned new elementary school, for school year 2023-2024

Motion by Warren Young  
Seconded by Josh Vidro  
All in favor

#### B. Finance Committee Report

Mr. Neil Shah and Warren Young presented the September 30, 2022 balance sheet and P&L. They also presented a proposed investment policy for cash reserves that aims to take advantage of current interest rates. Mr. Warren received several questions from board members regarding the investment policy. It was determined that additional refinements were needed to satisfy all questions and concerns and it was decided that the Finance Committee would rework the policy and bring it back to the board for a vote either at a special meeting before the end of the calendar year or at the January Board meeting.

### VII. Board Discussion and Business

#### A. Appointment of Interim Principals

Ms. Romy Coquilletta asked the board to vote on extending the approval of interim principal appointments through the end of the 22-23 school year.

It was:

RESOLVED, that the AF 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 between November 16, 2022 and June 30, 2023, based on the recommendations by Achievement First.

School	Interim Principal Name
AF Apollo ES	Jessica McDonald
AF Aspire ES	Shané Brown
AF Brownsville ES	Mallory Bodhuin



AF Bushwick ES	D'Asia Adger
AF Crown Heights ES	Liz Harnett
AF East New York ES	Katherine Donaldson
AF Endeavor ES	Anika Locklear
AF Legacy ES	Ashley Wilson
AF Linden ES	Jessica Donovan
AF North Brooklyn ES	Luana Braithwaite (through December) Daliza Lawrence (after December when she returns from parental leave)
AF Apollo MS	Katie Johnson (until parental leave on 12/1) Gentaro Ramadan (during Katie Johnson's parental leave)
AF Aspire MS	Jesse Balis-Harris
AF Brownsville MS	Jose Guerrero
AF Bushwick MS	Keresa Gentry
AF Crown Heights MS	Natalie Joseph
AF East New York MS	Colby France
AF Endeavor MS	Ronnica Jenkins
AF Linden MS	Ty Menardy
AF North Brooklyn MS	Trina Russell
AF Voyager MS	Leisel Renaud
AF Brooklyn HS	Liz Harris
AF East Brooklyn HS	Tom Ng
AF Ujima HS	Cristina Lopez
AF University Prep HS	Don Harding

Motion by Alison Richardson  
 Seconded by Will Robalino  
 All in favor

B. Proposed Executive Session on Update from CEO Search Committee



Ms. Amy Arthur Samuels presented an update on the work of the CEO Search Committee, including meeting with and evaluating different search firms to commence the work of sourcing candidates for the permanent CEO role.

#### C. Proposed Principal Dinners

Ms. Coquillette informed the trustees of plans to hold Principal-Trustee dinners with the goal of building relationships. This will also provide the principals with the opportunity to engage with the board as well as celebrate the work they do.

### **VIII. Other Board Business**

Ms. Coquillette mentioned the fund/award being created in memory of the former board member, Ms. Judith Jenkins. Funds received would form a financial gift to be designated to a student.

Ms. Romy Coquillette also described plans to visit one or two schools a month, and that the dates were still to be confirmed but would be circulated to the trustees to join the tours if they are available.

### **IX. Adjourn**

The meeting was adjourned by Ms. Romy Coquillette at 7:54 pm..

Motion by Alison Richardson  
Seconded by Desiree Dalton  
All in favor