

## MINUTES

### Achievement First (AF) Brooklyn Executive Committee Meeting

Tuesday, September 19, 2023, 6:00-7:00 pm

Zoom link: <https://achievementfirst.zoom.us/j/5323254600>

#### I. Call to Order

The meeting was called to order by Ms. Coquilletto at 6:06 pm.

##### Attendees:

AF Brooklyn Trustees: Romy Coquilletto, Chris Lynch, Amy Arthur Samuels, Akeem Frett, Paul Cabana

AF Staff: Sulafa Bashir, Shannon Miller

#### II. Public Comment

There was no public comment.

#### III. Approval of Minutes

Ms. Coquilletto took the board through a motion to approve the previous meeting's minutes.

It was:

RESOLVED, the AF Brooklyn Executive Committee hereby approves the meeting minutes from May 1, 2023.

Motion by Chris Lynch

Second by Amy Arthur Samuels

All in favor.

#### IV. Committee Business

##### A. AF Brooklyn Executive Committee Set-up

Ms. Coquilletto welcomed the new members of the committee and discussed the purpose of the committee including alignment on upcoming full-board meeting agendas for the rest of the year.

##### B. AF Brooklyn Board Leadership Succession Planning

Ms. Coquilletto mentioned that this was her second year as Board Chair and that at a future topic for discussion with the Executive Committee is the succession plan for

board leadership and ideally have a runway of at least one year of transition between the current board chair and next board chair. Additionally, there would be planning for membership and leadership of the various committees of the board.

There was a suggestion about coinciding the timing of the board chair transition and that of the upcoming CEO transition.

## **V. Committee Discussion**

### **A. AF NY Investment Proposal**

Ms. Coquillette transitioned the Committee to a discussion about the NY investment proposal which would be a topic of discussion at the upcoming board meeting. The Committee discussed the question of accountability and the board's role in seeking updates on progress of the initiatives outlined in the proposal. They discussed the timing and nature of the reporting that would be needed and what types of measures could be used to paint a picture of progress. Some suggestions made included tracking how much of the proposed spending was incurred for each initiative at the year's mid-point, and the use of a "traffic-light" system to show how each initiative was progressing. There was a request for an accountability plan to accompany the investment proposal, that would detail how progress will be measured for this multi-year program, including quantitative metrics where possible.

### **B. Oct 3 Meeting Agenda**

The Committee briefly discussed the agenda for the upcoming board meeting on Oct 3rd. Ms. Coquillette mentioned the reports by the finance committee and the academic committee, adding that the delay in state test results meant that these would not be reported on at this meeting. She also discussed the topics of a deep dive on high school aims and goals and a presentation by the Brooklyn HS principal, which would be the first instance of having a different principal present at each board meeting going forward.

## **VI. Adjourn**

The meeting was adjourned by Ms. Coquillette at 7:01 pm.