

## DRAFT MINUTES

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

Tuesday, January 9, 2024 12:30-1:30 pm

Zoom link: <https://achievementfirst.zoom.us/j/81066361540>

#### I. Call to Order

Ms. Coquillette called the meeting to order at 12:32.

##### Attendees:

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

AF Staff: Shannon Miller

#### II. Public Comment

There were no members of the public present

#### III. Approval of Minutes

Ms. Coquillette asked if everyone had reviewed the minutes from the October 19, 2023 meeting and if there were any questions. Everyone had reviewed, and there were no questions.

Chris Lynch made the motion to approve the minutes.

Paul Cabana second the motion.

All were in favor.

#### IV. Committee Business

- A. Review of agenda for AF Brooklyn Board of Trustees Meeting on January 30, 2024

The group reviewed the upcoming board meeting agenda items, including a discussion on academic progress, early decision data on college acceptances, and the potential departure of principals. Romy Coquillette expressed interest in receiving a high-level summary of principal performance rather than detailed reviews. Additionally, there was a suggestion to incorporate a brief update on the investment program by the network team during the meeting. The need for advanced notice on any items requiring approval was emphasized, ensuring the board had

adequate time to review and prepare for voting.

The discussion also touched on the possibility of involving high school students in future meetings to share their experiences. A proposal for the next meeting included exploring the idea of inviting students, particularly high school students, to talk about their experiences. Finally, there was a brief mention of committee updates and discussions about the budgeting and finance process, with a focus on keeping everyone informed and maintaining transparency throughout the decision-making process. The meeting concluded with plans to send out a pre-read containing any resolutions to be voted on, along with a request for attendance confirmation to ensure a quorum for the in-person meeting.

#### B. Potential new board committee

The group discussed the future direction of the principal committee, with considerations on its name and objectives. There was an emphasis on improving interaction between family representatives and schools, with ongoing efforts to secure a liaison for more direct contact. A potential outreach to students and teachers for meetings was also raised, with thoughts on logistics and safety. Suggestions included holding meetings in schools and inviting recent graduates to share their experiences transitioning from high school to college. The idea of a student board member was discussed, considering the benefits of diverse perspectives and potential engagement strategies. However, the need to prioritize interactions with principals before expanding to other constituents was emphasized. Future plans involve seeking input from principals and the network for more targeted and effective presentations in upcoming meetings.

Paul Cabana summarized the three goals identified for the subcommittee: 1) Focusing on teacher and principal retention, 2) Adding additional perspective to committee discussions, and 3) Enhancing engagement. Five recommendations were also outlined: a more focused annual update, aligning topical principal visits, coordinating school visits, board pipelining, and developing an alumni network among students.

#### C. Board leadership

The conversation transitioned to board leadership and future planning. Ms. Coquillette expressed the need for a structured process around board pipeline interaction, considering the absence of a vice chair and her impending transition out of the board chair role after three years. The idea of creating a committee for future board members was discussed, with Akeem Frett suggesting an official request for potential candidates from current board members.

The meeting concluded with discussions on structuring the process for board member

recruitment and transitioning leadership roles. Mr. Frett proposed involving all board members in suggesting candidates for the next meeting, with a focus on filling specific roles. The need for a short-term and a longer-term plan for transitioning leadership was acknowledged, with Shannon Miller agreeing to work on a matrix to identify board composition needs.

**V. Adjourn**