Achievement First Brooklyn Charter Schools Board of Trustees Meeting Minutes - DRAFT

Achievement First
Tuesday, October 20, 2026 at 6:00 PM to 8:00 PM EDT
25 Broadway, New York, NY, 12th Floor - Grand Central Conference Room

Attendees:

Members present: Brandon Sorlie (Chair), Paul Cabana, Romy Coquillette, Desiree Dalton, Avril Gordon, Kimberly Cutler Lee, Christopher Lynch, Erica Murphy, David Pollak

Members present via Zoom: Akeem Frett, Andrea Kilpatrick, Kevin Miquelon

AF Staff: Kristin Damo, Mitch Johnson, Lavinia Mackall, Michael Rabin, Dylan Schaffer, Ben Schanback, Emma White, Jeffery Wooten

I. Call to Order

Brandon Sorlie called the Achievement First Brooklyn Charter Schools Board of Trustees into session at 6:01 p.m. A quorum was present.

II. Public Comment

No members of the public were present, and no public comment was offered.

III. Mission Moment

Chair Brandon Sorlie welcomed members of the board and turned the floor to NY Executive Director Kristin Damo to present a mission moment. She highlighted students' efforts at AF North Brooklyn Prep Middle School to design original artwork reflecting AF's core values that will be featured on new merchandise for students and staff.

IV. Academic Update: 25-26 SY State Test Results

Kristin Damo reviewed student performance metrics and trends from the 2025-26 New York State exams and the region's strategic academic priorities for 2026-27. No action was taken.

V. One AF: K-12 School Design

Kristin Damo introduced AF's Chief of Academic Programs Lavinia Mackall to provide an update to the board on AF's school re-design work. There followed a discussion between board members and network support staff regarding the current status, timeline, and details of this work. No action was taken.

VI. Teacher Recruitment and Retention Overview & Strategy

The board received an update from AF Chief People Officer Jeffrey Wooten on talent recruitment and retention strategy, including shifts for the 2027-28 recruitment cycle, and updates on the network's approach to performance management. A discussion followed regarding specific recruitment, retention, and performance management tactics. No action was taken

VII. Finance: FY26 Q4 Preliminary Reports

The board received a financial update from Chief Financial Officer Ben Schanback reviewing enrollment, net assets, and projected year-end topline expenses, revenue, and surplus for FY26. He also reviewed proposed changes to AF's Accounting Policies & Procedure Manual before the board for approval. No action was taken.

VIII. Executive Session

Upon a motion duly made by Romy Coquillette and seconded by David Pollack, the board voted to enter executive session to discuss the status of school portfolio management work. All trustees present voted in favor. The board entered executive session at 7:36 p.m. and returned to open session at 7:58 p.m.

No action was taken in the executive session.

IX. Board Business

Romy Coquillette departed the meeting at 7:58 p.m. A quorum remained present.

The Chair moved into board business, presenting the resolutions before the board for approval.

ACTION: The Chair called for a motion on the resolution to approve the meeting minutes from September 29, 2026. The motion was made by Christopher Lynch and seconded by Paul Cabana. No objections or abstentions were noted. The resolution passed.

> BE IT RESOLVED, the Achievement First Brooklyn Charter Schools Board of Trustees hereby approves the meeting minutes from September 29, 2026.

ACTION: The Chair called for a motion to approve the resolution updating the accounting policies and procedures manual. The motion was made by Desiree Dalton and seconded by Christopher Lynch. No objections or abstentions were noted. The resolution passed.

> BE IT RESOLVED, the Achievement First Brooklyn Charter Schools Board of Trustees hereby approves the updated accounting policies and procedures manual (APPM) titled

"Achievement First Charter Schools Fiscal Policies" dated September 2026.

X. **Adjourn**

There being no further business, the Chair asked for a motion to adjourn. Upon a motion duly made and seconded, the board adjourned the meeting at 8:02 p.m.

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Upon a motion duly made and seconded on [Month DD, YYYY], the Achievement First Brooklyn Charter Schools Board of Trustees approved the October 20, 2026, meeting minutes.

In witness whereof,

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Akeem Frett , Secretary Date