

Briya Public Charter School
Board of Trustees Meeting Minutes DRAFT
Wednesday, January 12th, 2022, 6:10-7:30 p.m.

Board members present

Daniela Carozza, *Chair*
Flor Buruca, *Secretary*
Doris Garay, *Vice Chair*
Bill Bletzinger, *Treasurer*
Alejandra Sandoval
Cara Sklar
Ji Sung Yang
Thomas Gerkin
Brenda Martinez
Judy Mortrude
Jennifer Huang

Staff members present

Christie McKay, *Executive Director*
Lorie Preheim, *Director of Outreach & Adult Education Strategy*
Geovanna Izurieta, *Director of Finance*
Stella Wang, *Board Liaison*

Board Members Absent

1. Call to Order
 1. The meeting was called to order at 6:16 pm.
2. Approval of Minutes
 1. November 10th, 2021, Briya Board Meeting Minutes
 1. *Thomas Gerkin moved to approve the November 10th, 2021, Briya Board meeting minutes; Bill Bletzinger seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes
 - Flor Buruca, Secretary – yes
 - Bill Bletzinger – yes
 - Thomas Gerkin – yes
 - Ji Sung Yang – yes
 - Doris Garay – yes
 - Cara Sklar – yes
 - Judy Mortrude – abstain
3. Director’s Report – reported by Christie McKay, Executive Director
 1. School Updates

1. The mayor gave all charter schools and traditional schools antigen tests to give out to staff and students the first week. Briya gave out antigen tests for all students and staff. Snow also made for a chaotic first week back.
 2. 10% of students and 10% of staff tested positive, which is about average. DCPS was testing about 5-7% positive, but that seems low compared to other schools. This is because not everyone was tested in DCPS.
 3. The process went well. Students came to pick up tests and we decided to be all virtual the first week back. The first class was helping students take the test from home and helping students upload documentation to the city website and Briya website.
 4. This week, pre-K came back on site with the outdoor learning program for half-day instruction. Adult classes came back virtually, with the exception of MA classes who came back in person.
 5. Briya will be making decisions week by week versus day by day, which would be challenging for messaging. We communicate on Thursday or Friday what we are planning for the following week. We hope to have as much pre-K and evening classes in-person as possible. We believe we can do daytime classes safely, but many parents have children at home who are quarantining, so we are having virtual class because we feel it's important for all parents to be able to access classes if they have children at home.
 6. Briya continues to think about next year's model- hybrid, all in-person, or virtual options. We hope to have this finalized by March so students will know the offerings when they are enrolling.
 7. Briya has had the unique opportunity to enroll our pre-K students until December cutoff, which is what a lot of the city used to have. As the years go by, less schools have the December cutoff due to school lottery rules. Briya has been able to offer pre-K at a younger age. In November/December, Briya received notification that we would not be able to do this next year. Today Briya received a letter that said that decision is final. This affects about 1/3 of our pre-K students which is very significant. We just received the final decision today, so we will need to figure out what to do for next year. At this point, we do not have a long enough waitlist to make up the difference. Briya will be thinking through options for families to ensure our pre-K enrollment for next year. This will affect our enrollment projection and revenue also.
4. New Board member Jenny Huang
 1. Christie introduced new board member Jenny Huang, who has worked with Briya for over seven years with finance through EdOps. Christie thanked Jenny for choosing to work with the board.
 5. Development Committee
 1. Updates on Board of Trustee's memberships

1. Thomas has agreed to come back to Briya as a staff member, which means he will be leaving the board. Christie thanked Thomas for serving two years on the board.
2. Judy will be leaving the board but agreed to serve through March 2022 so we have time to solidify our next board member nomination.
3. Please let Christie know if you have any recommendations for members or individuals who have board chair experience or would be interested in serving as board chair.
2. Nomination of Brittany Pope to serve through September 2022- Vote needed, application and resume attached
 1. Brittany worked at Briya in the past and worked at Bread for the City as a social worker. She knows Briya well and is a native Washingtonian. She is a connection between Briya and the wider community.
 2. In her interview she spoke about her belief that all immigrants should be welcomed. That is something that is very important in her application and interview for being a member of the board.
 3. We are nominating Brittany to serve through September, then possibly extend after that.
 4. The development committee recommends Brittany.
 5. *Bill Bletzinger moved to approve the Brittany Pope's board membership; Cara Sklar seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes
 - Flor Buruca, Secretary – yes
 - Bill Bletzinger – yes
 - Thomas Gerkin – yes
 - Ji Sung Yang – yes
 - Doris Garay – yes
 - Cara Sklar – yes
 - Judy Mortrude – yes
 - Jenny Huang – yes
 6. Brittany will be present at the next board meeting in March.
3. Reminder of the upcoming virtual retreat- March 5th
 1. Ensure it is on your calendar. The retreat will be in the morning with a break and board meeting in the afternoon.
 2. Development committee is working on agenda items and we will be finalizing that in February, then sending a schedule to the board.
 3. Bill will bake cookies for the retreat this year.
 4. Let Stella know if you did not receive a holiday gift from Briya.
6. Finance Committee - presented by Geovanna Izurieta
 1. November 2021 financial reports
 1. These financials were reviewed and approved by finance two weeks ago.

2. Key performance indicators

- Briya is going above the required standards in all accounts.
- We should be at 50% of grants invoiced at this year, but many were received late in this year and some have not been approved yet.

3. Executive summary

- Projected net income of 1 million dollars at the end of the year. This is 1.2 million above budget. This is due to
 1. Additional PPF revenue due to additional students enrolled.
 2. Briya received additional 685k dollars in local and federal grant revenue due to grants we received.
 3. For additional expenses, Briya spent an additional 25k for security expenses for security guard at our Fort Totten site. This year we moved our CDA and MA program to the Fort Totten facility, therefore we have this expense that was not included in the budget.
 4. We also have additional student expenses student legal fees (100K) and direct students expenses (Outdoor learning and grocery cash assistance grant)
 5. Briya budgeted conservatively for private grants and donations so we also have additional revenue with that.
 6. Salaries are our bigger expenses. This forecast is conservative.
 7. These financials still include 150k of contingency. We hope we do not have to use that contingency.

2. Investment Policy Statement Updates – Vote needed

1. Finance committee has developed a cash reserve put into investments and wrote a policy. We are updating the policy in conjunction with hiring a consultant to help us with investments. They have worked with us and adjusted policy to cover areas that we felt were important but were not stated in the previous policy as well as adjusting to the current times we are in.
2. There are three changes that we made to this policy.
 - Investment objectives and purpose: on page five we incorporated a statement that one of the reasons we established this cash reserve or endowment or investment fund was to purchase a facility. We made it explicit what we need almost all or most of the funding in here to purchase a building. It is the policy of Briya to make these funds available for that express purpose. That is what we have been doing in terms of accumulating cash since the beginning, to establish the facilities we need.
 - Spending distributions: on page six we made explicit how we are using the income from this fund. We put in the statement that we

will primarily use and distribute the dividends and interest to help balance our budget.

- Equity: on page ten there is a statement about environmental, social, and corporate governance to say that we are transitioning how we invest to take that into account. With the advice of our advisor, we are going to be shifting our investments to focus on equity and social justice.
3. Any revisions to the policy will be made as necessary. We thought these revisions were necessary. We do not expect to submit revisions to this policy every year, but just as we need them.
 4. *Bill Bletzinger moved to approve the Investment Policy Statement updates; Doris Garay seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes
 - Flor Buruca, Secretary – yes
 - Bill Bletzinger – yes
 - Thomas Gerkin – yes
 - Ji Sung Yang – yes
 - Doris Garay – yes
 - Cara Sklar – yes
 - Judy Mortrude – yes
 - Jenny Huang – yes

7. Academic Committee

1. Enrollment Update – presented by Alejandra
 1. Final number of 753 (62 pre-K, 691 adult)
 - 600 ESL, 21 MA, 70 CDA, 62 PK
 - September '21 is 290 vs sept '20 is 156
 - October '21 is 66 vs October '20 is 35
 - November '21 is 82 vs November '20 is 72
 - December '21 is 53 vs December '20 is 38
 2. Wait list numbers (as of December 2021)
 - Morning classes: 190
 - Afternoon classes: 17
 - 56 new students are starting in January (as of Jan 11, 2022)
 1. 53 Adult ESL
 2. 3 pre-K
 3. Briya is monitoring in-seat attendance closely to inform our model of hybrid, virtual, in-person.
 - When students bring children, their attendance is better.
2. Annual Report 2020-2021 Summary
 1. In seat attendance outcomes

- Goal was 65%, we are at 72.2% which exceeds our target (and is 1% higher than last year)
 - Pre-K students met/exceeded GOLD literacy and math requirements goals. We also met/exceeded our MA student goals and Adult Ed CASAS testing goals.
 - Briya staff presented about our Dual Language Learner supports.
2. Technology update
 - Briya distributed 800 devices to students for hybrid learning.
 - Facilitated 213 internet connections for Briya families.
 - Taught adults 89 essential technology skills.
 3. Workforce outcomes
 - 100% of MA students in SY 20-21 took the RMA exam and passed.
 - 100% of CDA students in SY 20-21 took the CDA exam and passed.
 - 150 current and former CDA and MA students earned 500 credentials and certificates such as:
 1. CDA, MA, CPR/first aid, child abuse and neglect, administration of medication, etc.
 - Transitions to College
 1. Trinity Washington University provided tailored information sessions for students.
 2. Briya works with UDC, which has a bilingual associate degrees in early childhood education.
 3. UDC and Trinity waives six credits for students with the CDA credential.
 4. Briya's transitions coordinator supports students with application process.
 5. National college board provides education to students about financial aid and one-on-one counseling.
 3. Board Performance Review (March)
 1. Board members will review board objectives for 21-22 SY.
 2. Academic Committee will send a link in February for board members and committees, it will be due in March.
 8. New Business/Announcements- none
 9. Adjournment
 1. The meeting was adjourned at 7:26 pm.