

Briya Public Charter School
Board of Trustees Meeting Minutes DRAFT
Wednesday, November 10th, 2021, 6:10-7:30 p.m.

Board members present

Alejandra Sandoval
Daniela Carozza, *Chair*
Flor Buruca, *Secretary*
Ji Sung Yang
Nishit (Nick) Sheth, *Treasurer*
Bill Bletzinger
Thomas Gerkin
Brenda Martinez

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

Cara Sklar
Doris Garay, *Vice Chair*
Judy Mortrude

1. Call to Order
 1. The meeting was called to order at 6:14 pm.
 2. Daniela Carozza shared that the agenda had an executive session at the end but that will be rescheduled because there are members absent in today's meeting.
2. Approval of Minutes
 1. September 8th, 2021, Briya Board Meeting Minutes
 1. *Bill Bletzinger moved to approve the September 8th, 2021, Briya Board meeting minutes; Thomas Gerkin seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval - yes
 - Brenda Martinez - yes
 - Daniela Carozza, Chair - yes
 - Flor Buruca, Secretary - yes
 - Nishit (Nick) Sheth, Treasurer - yes
 - Bill Bletzinger - yes
 - Thomas Gerkin - yes
 - Ji Sung Yang - yes
3. Director's Report – reported by Christie McKay, Executive Director
 1. Reimagining our school design
 1. Briya has started the process of reimagining our school.

2. Last year Briya was all virtual for adults and partial in-person for pre-K. This year Briya is doing hybrid- adults are on-site part-time and receiving classes virtual part-time. Briya made this decision towards the end of last school year and shared with students in the summer. This was too late. Briya needs to know earlier what our school design is for the next year so that students can make decisions. By starting earlier, we also hope to get a lot more input from students and staff and research what other schools are doing.
3. Briya is starting the process by asking staff in staff meeting about what they envision the school to look like next year. Then we will be talking to student council about what kind of school they want in the future.
 - Assuming we don't have the COVID restrictions we have now, we want to know: Do students want 100% in person next year? Do they want to continue to be hybrid? Do they want an all virtual option? Is it really unrealistic to ask all parents to come during the day, do we need to start a night program? Do we need more workforce? These are all the questions we are going to evaluate during this time.
 - Briya hopes to have a new school design by March 2021 and share with students in the spring. We acknowledge that if there are really big things students want, like a new school location, that would be a more long-term goal. But we do really want to set the hours of our classes and decide on virtual or in person next year. Briya is currently trying to figure out how to get the most input from students and staff to make these decisions.

2. Pre-K enrollment

1. Briya is a unique school in many ways. One of those ways is that our pre-K cutoff is December 30th. The rest of the city has a cutoff of September 30th.
2. Briya received notification that we need to have the September cutoff. When we looked at our numbers the last three years, 1/3 of our students are those younger kids that turn 3 in October, November, or December. That would be a huge reduction of students in our pre-K program.
3. Briya requested a meeting with PCSB. Cara from board joined the meeting. They are taking the issue to OSSE. Briya has not received notification from OSSE yet.
4. Briya requested at least a year's waiver. We are a family literacy program and we have families who are in our two year old program and thought they were going to get into our pre-K program, so we really need a year to figure this out.
5. Christie wants to make sure the board is aware of this huge change and let the board know because Christie may be coming to the board to ask for help in meeting with higher ups at OSSE or at city council.

6. It is strange because the December cutoff is in Briya's charter renewal, which they just accepted earlier this year in the spring. But now a few months later they determined we cannot have the December cutoff.
7. If OSSE does not budge then we need to go to city council. PCSB seemed supportive in the meeting, but we are unsure how much they will or can do.
8. They are notifying us of this change for next year, but even for next year it is too late because families were already anticipating getting in next year and we would have to change our program design. At minimum we want one more year to figure this out.
9. This is an equity issue. This is a critical time in a child's development and there is not anywhere else these students can go to get programming like they can at Briya at that age.

3. Updates

1. Mary's Center announced their new CEO – Dr. Toille Elliott, who has been the Chief Medical Officer at Mary's Center, will be transitioning as CEO beginning January 1, 2022.
2. He really knows Mary's Center and he knows Briya which is exciting. We will reach out to him and congratulate him in December or January.

4. Finance Committee

1. FY21 audit approval

1. There was one typo in the audit, it has been corrected. It is a clean audit, there are no findings, there is no reason to hesitate approving the audit as it stands with the correction of the one typo.
2. *Brenda Martinez moved to approve the audit; Ji Sung Yang seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval - yes
 - Brenda Martinez - yes
 - Daniela Carozza, Chair - yes
 - Flor Buruca, Secretary - yes
 - Nishit (Nick) Sheth, Treasurer - yes
 - Bill Bletzinger - yes
 - Thomas Gerkin - yes
 - Ji Sung Yang - yes
3. Geovanna: next step is now we will submit the audit to DCPCSB ahead of the December deadline.

2. Financial reports September 2021- presented by Geovanna Izurieta

1. Executive summary

- We are 550k above budget primarily because we received additional funding from local funds and grants.
- 70k remain unbudgeted from the Mayor's reopening grant.
- Briya received 330k for the facilities grant from the federal government.

- Briya received 106k for COVID testing support.
 - Briya received an additional 110k extra from the immigrant justice legal services grant. This money will be spent on additional support for immigration services for our students. That is money that we will not receive and will spend.
 - These numbers include a projection of 716 enrolled students, from the budget approved back in April.
 - We will have the final count of enrollment at the next board meeting.
2. Annotated financials
 - Briya is up 700k in revenue due to the extra funding. We are tracking very closely in salaries and are over 125k in direct student expenses, and that accounts for forecasted spending in legal services for students.
 - Additional 25k distributed to students in the form of gift cards from a grant that came through Mary's Center to provide students with gift cards for access to food support.
 - We are ahead in net income 554k and we are ahead in cash 436k
 - Let Geovanna know if you have any questions.
 3. Summary
 - Briya is tracking really well, we are ahead of budget at the beginning. When this budget was approved, we presented a budget with 218k negative and already we are tracking at 336k so that is good.
5. Academic Committee
 1. Enrollment-presented by Flor Buruca
 1. Our enrollment goal is 740
 2. Student count is 754
 3. We will likely receive funds for 750 students
 4. Please spread the word that we need more pre-K students
 5. Enrollment retention- we are doing many things to encourage retention.
 - Last year it was virtual but now it is in-person.
 - Welcome calls from outreach staff (who are former students) to welcome new students. Orientation videos explain the school.
 - "Sharing my story" in Basic level classes to welcome and support them
 - Briya buddy- Ambassdaors (who are current students) make welcome calls and provide class support to new students.
 2. Outreach update- presented by Lorie Preheim
 1. Data from outreach
 - How students heard about Briya: this helps Briya target outreach.

- Biggest portion of students comes from ECW, next is continuing students, then from clinics, being a former student, OneCall from former students, DCPS, family/friends who are not students, and Facebook.
2. ECW calls initiative
 - 126 current students are from ECW calls. Outreach called the parents of children who had an appointment at Mary's Center. We can see if the prospective student lives in DC and what language they speak. We piloted in the spring then expanded in the summer to all pediatricians. It was part of a warm hand-off project where we would leave a note in their chart and the doctor could also mention Briya.
 - Mary's Center was responsible for a large portion of our students.
 3. BFF
 - BFF is an initiative Briya does every year in which students refer their family and friends. Briya received 113+ referrals, 65 students registered, and 22+ still in progress.
 - Student ambassadors in the news
 1. Mayor Bowser came to visit and there is a news release and a video of Briya ambassadors' children getting vaccinated.
 3. Student ambassadors- presented by Alejandra Sandoval
 1. Facebook live
 - Many students have participated in Briya's Facebook lives and we get lots of views. For example, this video had 2,000 views. This is amazing because it is a way more people can know about Briya.
 2. Flor shared that when she started studying at Briya and sharing her experience with other students it was very exciting. And when students respond, it is amazing.
 6. Development Committee
 1. Fundraising-end of year request
 1. Briya will have a small end of year fundraising campaign to fundraise for winter wear for pre-K students. If we raise more than what we need for coats, we will use it for our student emergency fund. This will go out sometime in December.
 2. Board member goals
 1. Each board member has committed to personal goals to further the work of Briya and also to activate the strategic plan with our actions and commitments.
 2. Each board member should commit to two-three things. Some ideas include: participate in student activities like graduations, contribute to the end of year fundraiser, testify for city council and advocate for Briya on an individual basis to council members. We still need building facilities so it would be good if you could help with that. We are not a fundraising board

but if board members can make an additional financial commitment it would be helpful.

3. Board members should review the strategic plan and committee goals and see what members can do to forward the goals for each of your individual committees.
4. You can find the board goals form in the agenda. Stella will also send it out again via email.
5. Board members should finish goals before Thanksgiving.
6. If anyone need help with goals, reach out to Christie.
3. Board Retreat – Saturday, March 5th – Virtual
 1. Development Committee is preparing for the board retreat in March.
 2. Board members should let Development Committee know if there is any training or anything members would like to focus on.
4. Board member candidate – Jenny Huang (vote required)
 1. Next candidate for Briya board- Jenny Huang.
 2. Jenny knows Briya very well. She used to work at EdOps and helped with all of Briya’s financial pieces. She has since moved on from EdOps and still has a strong commitment to Briya, our mission, and the families that we serve. We are very sad to see Nick leave and are happy to have found someone with such strong financial skills and commitment to Briya. She will do great work on the finance committee and will be a real asset.
 3. *Bill Bletzinger moved to approve Jenny Huang as new Briya Board member starting January 2022; Nishit Sheth seconded. The motion passed unanimously.*
 - Alejandra Sandoval - yes
 - Brenda Martinez - yes
 - Daniela Carozza, Chair - yes
 - Flor Buruca, Secretary - yes
 - Nishit (Nick) Sheth, Treasurer - yes
 - Bill Bletzinger - yes
 - Thomas Gerkin - yes
 - Brenda Martinez - yes
 - Ji Sung Yang - yes
5. Update on board members
 1. Judy Mortrude is moving back to Minnesota and has also agreed to be the board president for the National Coalition of Literacy, so she can no longer be on the Briya board. She is willing to serve as long as Briya can find a replacement, but she will not be able to complete her term.
 2. Judy served on the research committee so Briya will be looking for someone who can serve on the research committee or another committee.
 3. Development Committee will be working on this in December. Let Christie know if you know of anyone. It would be preferred if the next person lived in DC (the DC requirement is part of our charter law right

now in the district, so we are not sure if that will change. We need at least 50% of members to live in DC.

6. Thank you to Nick
 1. Thank you Nick for your continued support. Nick will be getting an album and package of books in the mail and an UberEats gift card as gifts from the board.
 2. One of the largest projects when Nick was new on the board was getting the Fort Totten building and all the meetings we had around governance because it is a big feat to own a building with another school and also have Mary's Center in the building and figuring out the new market tax credits and getting 32 million dollars in tax credits for the building. It was a dream that our students had asked us for so many years to actually be in a building with our name on the outside of it.
 3. Board members thanked Nick for his perspective and insight. Nick thanked the board and Christie.
7. New Business/Announcements
 1. Stella will send out a doodle poll to reschedule the executive session to figure out when the whole group can come back together. This will be communicated through email.
 2. Nick will no longer be a voting member but he can still attend and lend his voice if he would like.
8. Adjournment
 1. The meeting is adjourned at 7:23 pm.

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.