

**Briya Public Charter School
Board of Trustees Meeting Minutes DRAFT
Wednesday, July 14th, 2021, 6:10-7:30 p.m.**

Board members present

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

Staff members present

Christie McKay, *Executive Director*
Lorie Preheim, *Director of Outreach & Adult Education Strategy*
Geovanna Izurieta, *Director of Finance*
Emma Koop Liechty, *Board Liaison*
Stella Wang, *Communications Fellow*
Ashley Simpson Baird, *Research and Policy*

Board Members Absent

Judy Mortrude

1. Call to Order
 - a. The meeting was called to order at 6:17pm.
2. Welcome to Ji Sung Yang!
 - a. Christie McKay welcomed Ji Sung Yang to her first board meeting and Stella Wang who is helping support
3. Approval of Minutes
 - a. May 12, 2021 meeting minutes
 - b. *Bill Bletzinger moved to approve the May 12, 2021 Briya Board meeting minutes; Thomas Gerkin seconded.*
 - Daniela Carozza, *Chair* - yes
 - Doris Garay, *Vice Chair* - yes
 - Flor Buruca, *Secretary* - yes
 - Nishit (Nick) Sheth, *Treasurer* - yes
 - Bill Bletzinger -yes
 - Thomas Gerkin - yes
 - Brenda Martinez – no vote
 - Alejandra Sandoval - yes
 - Cara Sklar - yes
 - Ji Sung Yang - yes
4. Director's Report – reported by Christie McKay, executive director
 - a. Staff Survey
 - Briya, along with Mary's Center, received the Washington Post top workplace award again this year.

- Briya has a score that ranked close to the top of the best department scores at Mary’s Center. Briya staff gave Briya/Mary’s Center higher than average ratings within all of Mary’s Center.
- b. Branding refresh and update to website
- Briya is doing a brand refresh
 - The school will be redoing its website (design and content) in the coming months
 - The communications team is working with a graphic designer to slightly refresh the Briya logo, colors, and flyer designs
 - The color of the logo will also be adjusted to match the new branding
- c. Updates from Council and DME for the new school year
- It does not look like there will be any kind of funding increase for facilities from the city
 - There were three iterations of CARES federal funding that Briya has benefited from. In the last CARES funding, Briya will be getting very limited support because Adult Education schools are not considered Title 1 schools.
 - The finance team had budgeted conservatively and receiving this funding was not in Briya’s budget for this year, so we will be okay budget-wise.
 - Briya is continuing to advocate that the government consider supporting Adult Education schools in future funding.
5. Development Committee – reported by Christie McKay, Executive Director
- a. Bylaw revision (approved by PCSB – reported by Ashley Simpson Baird, Director of Research and Policy)
- Briya was encouraged to make revisions to its Bylaws when it went through its charter renewal
 - Briya consulted outside council to update all of our documents
 - Summary of revisions
 - Changed ESF to Briya (throughout)
 - Removed “family members of students or graduates” and added “parents of students” and “adult graduates”
 - Added telephone and video conference options
 - Added public announcement of meeting
 - Secretary and treasurer may not hold two offices
 - Limited powers delegated to committees
 - Dissolution clause – if Briya’s charter were to be revoked, these are the processes the board would need to go through to close the school.
 - Minor edits (throughout)
 - A lot of the revisions were made to meet PCSB’s requirements and so that the Briya Board could continue to have virtual meetings
 - *Bill Bletzinger moved to approve the bylaw revisions; Nishit Sheth seconded. The motion passed unanimously.*
 - Daniela Carozza, *Chair* - yes
 - Doris Garay, *Vice Chair* - yes

- Flor Buruca, *Secretary* - yes
- Nishit (Nick) Sheth, *Treasurer* - yes
- Bill Bletzinger – yes
- Thomas Gerkin – yes
- Brenda Martinez – no vote
- Alejandra Sandoval – yes
- Cara Sklar – yes
- Ji Sung Yang – yes

b. Staff Equity Statement

- The school has had an equity committee since 2019. The committee has been meeting once a month and have been busy.
- Thomas shared the equity committee’s equity statement and equity mission.

c. Board Equity Affirmation Statement

- Daniela Carozza suggested during the June Development Committee meeting that the Briya Board should put together a statement as a board. Thomas Gerkin and Bill Bletzinger worked together to draft an affirmation statement on behalf of the board. With the Board’s support, the Development Committee would like to adopt this affirmation statement in response to the Briya Equity Committee’s statement
- Thomas Gerkin read the proposed Board affirmation statement
- In additional to the equity statement, the Equity Committee has:
 - Participated in Mary’s Center’s IDEA Committee work
 - Encouraged staff to attend the Rooting out Racism training through Mary’s Center
 - Provided anti-bias trainings
 - Organized book groups
- Next steps:
 - Continue staff trainings
 - Adult Education is working to incorporate Social Justice Standards into their classrooms
- Cara Sklar said that she will look over the statement and send at a few small language changes to Thomas and Bill
- The Development Committee will circulate it through email for further feedback.
- The Board will give itself the deadline of the end of this month to complete the statement so that it is ready to integrate it into any staff materials

d. Reminder that September is our annual meeting, in which the board will be signing annual documents and voting in officers

6. Finance Committee

a. Briya May Financials – reported by Nishit Sheth, Treasurer

- Nishit Sheth presented the high-level changes in Briya’s Financial report
 - The main change in the reports compared to the last time is Briya paid its staff bonuses, which is reflected as an expense in this report

- Another important highlight is that at the end of the year Briya tried to buy supplies with the remainder of our budget
 - Briya remains in good shape financially
- b. Investment Committee
 - The Finance Committee is requesting a vote from the board to form an investment committee. The Board used to have a board member who helped and advised Briya on its investments. Now the Finance Committee has selected an investment company (WealthSpire) to manage Briya's investments. The Board will need an investment committee to guide the new investment advisor, WealthSpire. The Investment Committee will include a staff member, a member of the finance committee, and another member who has investment experience (the Finance Committee has candidates who could serve in this capacity).
 - *Doris Garay moved to authorize the formation of an Investment Committee; Bill Bletzinger seconded.*
 - Daniela Carozza, *Chair* – yes
 - Doris Garay, *Vice Chair* – yes
 - Flor Buruca, *Secretary* – yes
 - Nishit (Nick) Sheth, *Treasurer* – yes
 - Bill Bletzinger – yes
 - Thomas Gerkin – yes
 - Brenda Martinez – no vote
 - Alejandra Sandoval – yes
 - Cara Sklar – yes
 - Ji Sung Yang – yes

7. Academic Committee

- a. Board Performance Review Goals & Accomplishments
 - Doris Garay shared the goals that the Academic Committee created for the upcoming year.
 - Nishit Sheth shared the goals that the Finance Committee created for the upcoming year
 - Daniela shared about the goals that the Development Committee created for the upcoming year.
 - Daniela shared about the goals for the whole board for the upcoming year, including:
 - Continuing to shepherd the partnership with Mary's Center through the time of leadership transition
 - Continue to develop an individual goal program for board members
 - Support ongoing exploration of a long-term facilities solution
 - Develop strategies for greater Board involvement in school events
- b. School Leader Performance Review
 - Sub-committee (Chair of each committee) – Daniela Carozza (Development), Doris Garay (Academic), Nishit Sheth (Finance)
 - Committee chair (Board chair) – Daniela Carozza

- Preliminary data available
- The committee will meet in late July or August
- c. Enrollment Update for the 2021-2022 school year
 - 520 students re-enrolled for the upcoming school year
 - 420+ families in open enrollment lottery (to register for ESL & CDA)
 - 25+ ESL students have transferred to CDA program
 - 5 ESL students transferred to MA Program
 - 81 ESL registrations since June
- d. Medical Assistant Program update
 - MA classes started on June 7
 - Monday – Thursday, 6:00-9:00 pm
 - Classes are taking place at Fort Totten
- e. Alumni Reunion
 - Briya will be having a reunion for former students
 - It will take place on Tuesday, August 3 at 4:30 on Zoom
 - This will be the first time that Briya has had an alumni event. We will invite attendees to be a part of:
 - Student Ambassadors
 - Briya Voices for All – Advocacy group
 - Friends of Briya
- 8. Announcements/New Business
 - a. 2021-2022 Board Schedule
 - The board schedule for the 2021-2022 school year was provided in the meeting materials.
 - b. Board Liaison changes
 - Emma Koop Liechty will be leaving Briya in August to live and work closer to her family in Indiana. She will be present for the September board meeting as she helps the next Board Liaison transition into the position.
- 9. Adjournment
 - a. The meeting is adjourned at 7:18pm.

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.