**Briya Public Charter School**

**Board of Trustees Meeting Minutes**

**Wednesday, May 12th, 2021, 6:10-7:30 p.m.**

**APPROVED July 14th, 2021**

|  |  |
| --- | --- |
| **Board members present**  Daniela Carozza, *Chair*  Doris Garay, *Vice Chair*  Nishit (Nick) Sheth, *Treasurer*  Bill Bletzinger  Thomas Gerkin  Brenda Martinez  Alejandra Sandoval  Judy Mortrude  Cara Sklar  **Board Members Absent**  Flor Buruca, *Secretary* | **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*  Lauren Stoltzfus, *Board Liaison* |

1. Call to Order
   1. The meeting was called to order at 6:13pm.
2. Approval of Minutes
   1. March 6th, 2021, Briya Board Meeting Minutes
      * Emma Koop Liechty noted that the date at the top of the minutes needed to be corrected and made the appropriate change.
      * *Thomas Gerkin moved to approve the March 6th, 2021, Briya Board Meeting minutes; Judy Mortrude seconded. The motion passed unanimously.*
      * Roll call:
        + Daniela Carozza, Chair - yes
        + Doris Garay, Vice Chair (no vote)
        + Nishit (Nick) Sheth, Treasurer - yes
        + Bill Bletzinger - yes
        + Thomas Gerkin - yes
        + Brenda Martinez - yes
        + Alejandra Sandoval - yes
        + Judy Mortrude - yes
        + Cara Sklar - yes
3. Director's Report – reported by Christie McKay, executive director
   1. School design 2021-2022
      * Ms. McKay went over the school’s initial plan for SY21-22 and went over the process that is being used to plan the school structure for the next school year.
      * Over the past several months, Briya has gotten feedback about a potential model for the next school year.
        + Internal input - Staff focus groups, student surveys, board meetings, department meetings.
        + External input - following PCSB recommendations, OSSE, DME, and health department.
      * 70% of adult students indicated a preference for hybrid learning.
      * Students and staff want to reconnect with their communities in person.
      * Some things that Briya would like to continue are:
        + Leverage new technology for communication and virtual meetings
        + Maintain new delivery model for child development
        + Continue outdoor learning and more in-person instruction for children
      * Everything will be grounded in health and safety
        + 3 feet of spacing between adult education students, which means about 19 students per class, which is smaller than typical
      * Grounding in mission and values
        + Strengthening families and continuing as a 2-gen program
      * Additional considerations:
        + Departmental decisions must be coordinated so things run smoothly
        + Fully virtual classes for adults would not work to reach the outcomes we need for our students
        + We need to align schedule with DCPS model
      * Concepts for 2-gen classes
        + Hybrid for adults, fully in person for infant, toddler and PreK
        + Serve the maximum number of infant/toddlers that we can
        + All four sites have EC and AE
        + Adult ed teachers teach morning and afternoon
        + Adult class sizes are ~19 students
      * 2-gen schedule
        + PreK is full day, 5 days a week
        + Infants and toddlers will come 3 days a week for half days
        + Adult students have class half-days, five days a week
          - English on Monday, Tuesday, Thursday, and Friday – two days in person, and the other two virtual
          - Child Development for most students; CARE class for infant/toddler parents. Child Development will be virtual.
4. Development Committee – reported by Christie McKay, Executive Director
   1. Interim-Board Member – Ji Sung Yang
      * Bill Bletzinger shared that the development committee has a new candidate to present to the board. The candidate had been recommended by board member Cara Sklar. The development committee is recommending Ji Sung Yang for membership.
        + *Bill Bletzinger moved to approve Ji Sung Yang as interim board member starting in July 2021; Judy Mortrude seconded. The motion passed unanimously.*
        + Roll Call:
          - Daniela Carozza, Chair - yes
          - Doris Garay, Vice Chair (no vote)
          - Nishit (Nick) Sheth, Treasurer - yes
          - Bill Bletzinger - yes
          - Thomas Gerkin - yes
          - Brenda Martinez - yes
          - Alejandra Sandoval - yes
          - Judy Mortrude - yes
          - Cara Sklar - yes
   2. Briya & Mary’s Center Partnership – Kresge
      * Ms. McKay shared that Briya has been in communication with Todd Cox from Mary’s Center board and have recommended having a committee that will shepherd the dashboard of partnership between Briya and MC. The Development Committee will be responsible for this on the Briya side.
5. Finance Committee
   1. FY22 Budget (vote required) – presented by Geovanna Izurieta, Director of Finance
      * EdOps helped Briya to prepare the reports. Briya’s finance team and finance committee has reviewed the budget extensively.
      * The budget proposal includes a conservative budget. This budget meets all our regulators requirements and covenants.
      * Ms. Izurieta went over the detailed budget presentation with the board. In summary the FY22 budget includes conservative assumptions for the revenue and expense sides, such as: Conservative student enrollment and an expected 3.6% increase in Per-Pupil Funding (PPF) rates.
      * The budget includes a 3.5% salary increases for staff.
      * The budget includes a generous and conservative contingency line as well as conservative amounts for salary and operational expenses. Additionally, this budget does not include potential funding coming from the CARES III funds as it has not yet been formally announced for the Adult Ed sector.
      * The budget is close to net income and assumptions are conservative.
      * Ms. Izurieta also provide details on the main variances of this year forecast vs the FY22 budget.
      * Ms. Izurieta highlighted the potential risk factors to achieving budgeted results for FY22 and the way the school are mitigating them.
      * To conclude the presentation, Ms. Izurieta stated that the FY22 budget proposal shows how Briya prepared to invest in its students and staff and how the school is willing to present a budget with negative net income (on the accrual basis) if necessary to continue to support its program.
      * Questions/Comments:
        + Daniela Carozza commented that it doesn’t look like we’ve cut corners. Ms. Izurieta explained that we have to maintain the same level of support to make the program happen.
        + Nick Sheth shared that this is a conservative budget. There is additional support for IT and conservative in terms of enrollment. It looks like we will break even. Hopefully we will be able to execute better than is what is on paper.
        + Bill Bletzinger said he thinks that the net deficit is very small and past experience has shown that Briya will probably not hit that deficit. The school can make it up with CARES funding, or enrollment might cover it. The finance committee has carefully and thoughtfully looked through everything. This is a solid budget and is similar to what we’ve done in the past.
      * *Bill Bletzinger moved to approve the proposed FY22 budget; Brenda Martinez seconded. The motion passed unanimously.*
        + Roll call:
          - Daniela Carozza, Chair - yes
          - Doris Garay, Vice Chair - yes
          - Nishit (Nick) Sheth, Treasurer - yes
          - Bill Bletzinger - yes
          - Thomas Gerkin - yes
          - Brenda Martinez - yes
          - Alejandra Sandoval - yes
          - Judy Mortrude - yes
          - Cara Sklar - yes
   2. Procurement contracts – presented by Geovanna Izurieta, Director of Finance
      * This is the season when Briya has all contracts expire at the end of the year. Contracts over $25,000 can approved by the board treasurer the contracts for the board.
      * The contracts will start 7/1/21 through 6/30/22.
      * The contract with JTE (school bus service) is being renewed in case we need it for field trips.
      * Briya would like to continue to work with these vendors. We like what they are providing right now. Nick Sheth has approved them on behalf of the board.
      * There is one new procurement contract for an investment advisor. Investment portfolio management services.
        + There was a formal procurement process, as required by PCSB. Briya received 4 competitive proposals. The finance committee reviewed proposals and the contract was awarded to Wealthspire Advisors. This work will replace the work that Todd Shears did as a board member. The finance and investment committees will continue to monitor this.
      * Contracts for board vote
        + Amy Houser, LLC
          - Amy Houser provides marketing and PR consulting services. She is a former Briya board member, which presents a conflict of interest, thus requiring a vote from the board for contract renewal.
          - *Nick Sheth moved to approve the renewal of the Amy Houser, LLC contract; Doris Garay seconded. The motion passed unanimously.*

Roll call:

Daniela Carozza, Chair - yes

Doris Garay, Vice Chair - yes

Nishit (Nick) Sheth, Treasurer - yes

Bill Bletzinger - yes

Thomas Gerkin - yes

Brenda Martinez - yes

Alejandra Sandoval - yes

Judy Mortrude - yes

Cara Sklar - yes

* + - * Julia M Toro Law Firm, PLLC
        + Julia Toro provides immigration legal services for Briya students. She is a former Briya board member, which presents a conflict of interest, thus requiring a vote from the board for contract renewal.
        + Expenses for Julia’s services are funded by the Mayor’s Office Immigration Justice Legal Services grant. If this grant stops, Briya will not be able to provide these services anymore

Briya will know ahead of time of if we have the funding. The contract has a cancellation clause, and Julia is aware that Briya is able to work with her because of this grant.

Alejandra asked that if that contract ends, if students will still be able to hire her with their own funds. The answer is yes.

* + - * + *Bill Bletzinger moved approve the renewal of the Julia M Toro Law Firm, PLLC, contract; Brenda Martinez seconded. The motion passed unanimously.*

Roll call:

Daniela Carozza, Chair - yes

Doris Garay, Vice Chair - yes

Nishit (Nick) Sheth, Treasurer - yes

Bill Bletzinger - yes

Thomas Gerkin - yes

Brenda Martinez - yes

Alejandra Sandoval - yes

Judy Mortrude - yes

Cara Sklar - yes

* 1. Briya March 2021 financials – presented by Geovanna Izurieta, Director of Finance
     + The packet is in the board materials. If you have any questions, please reach out to Ms. Izurieta. There have been no major changes from what was presented at the last board meeting.

1. Academic Committee
   1. Board Performance Review – presented by Doris Garay
      * Ms. Garay went over the ratings and comments from the board member’s performance reviews. The areas of needed growth and exceptional work were highlighted in the presentation
   2. Recognition of staff from Board – presented by Doris Garay
      * Judy Mortrude wrote a thank you letter and made a video to share with the staff during their May staff meeting
   3. Medical Assistant Program update – presented by Lorie Preheim
      * The 2021-2022 MA class is full. Briya is still registering for the waitlist
      * Classes will start in June. They will be in-person classes at Fort Totten
   4. CDA Virtual Visit (Partners) & ESL Facebook Live (Participants) – presented by Flor Buruca
      * Alejandra Sandoval, along with other two other Briya students, did a Facebook Live session about the ESL program
      * CDA virtual visit was on May 5th with 38 people attending. Please share the recording with partners
      * CDA Facebook Live will be on Monday, May 17th at 5:00pm for Spanish, 6:30pm for English
2. Announcements/New Business
   1. Bill participated a city board training which he will present about in July
   2. Daniela received our 15-year renewal from the charter board and it is signed!
3. Adjournment
   1. The meeting was adjourned at 7:31pm.

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.