

**Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, May 15, 2019, 6:00-7:30 p.m.
APPROVED July 10, 2019**

Briya’s mission is to strengthen families through culturally responsive two-generation education.

<p>Board Members Present Daniela Grigioni-Carozza, <i>Chair</i> Doris Garay, <i>Vice Chair</i> Nishit (Nick) Sheth, <i>Treasurer</i> Flor Buruca, <i>Secretary</i> Janessa Cobb Marc Griego Yizel Romero Alejandra Sandoval Todd Shears Deborah Spitz</p> <p>Board Members Absent Whytni Kernodle</p>	<p>Staff Members Present Christie McKay, <i>Executive Director</i> Bill Bletzinger, <i>Director of Finance</i> Lorie Preheim, <i>Outreach & Adult Education Strategy Director</i> Emma Koop Liechty, <i>Board Liaison</i></p> <p>Jenny Huang, <i>EdOps guest presenter</i></p>
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1. Call to Order/Centering
 - The meeting was called to order at 6:07 p.m.
 - Centering – Celebrating Julia Toro
 - Christie thanked Julia for her six-year term on the board. Julia was originally recommended by Judy. She lived a block away from the school. Julia was a great candidate for the board because she was a community member, a Spanish speaker, and an advocate for immigrant rights. She came in with a lot of energy and has been a highly involved board member. Christie appreciates everything she’s done. She’s helped many of our students and Christie appreciates that.
 - Welcome to new board member Janessa Cobb
 - Janessa has been part of the Briya community for a long time. Her son went to Briya.
 - Janessa was formerly on the board. Her last term ended in 2014.

2. Approval of Minutes
 - **Doris Garay moved to approve the minutes from the March 2nd, 2019 board meeting; Yizel Romero seconded. The motion passed unanimously.**

3. Director’s Report
 - Charter Amendment to move to Sharpe – *vote required*
 - Christie explained that the board has to vote to approve the move to Sharpe. The DC Public Charter School Board wants to be sure that the board is aware and okay with the move.
 - Everyone on the board is aware that Briya has been trying very hard to stay at Bancroft, but cannot because Bancroft will be increasing their enrollment next year and will need the space that Briya is currently using for their own students.
 - DCPS has offered Briya a space at Sharpe.

- Briya will complete the school year at Bancroft and will be moving either in late June or during the first week of July.
- **Todd Shears moved to approve having the Briya classes that are currently being held at Bancroft Elementary School be held at Sharpe Elementary School in fall 2019; Nishit Sheth seconded. The motion passed unanimously.**
- End-of-school-year events
 - Briya will have a graduation carnival on Wednesday, June 19th. Board members are all welcome to come and to bring their kids. The event will be from 10:00 am-1:00 pm.
 - CDA graduation will be on June 14 and the board is invited to attend. The event will be at Fort Totten at 6:00 pm. Flor will be graduating.

4. Finance Committee

- The FY20 budget (presentation by Jenny Huang from EdOps) – *vote required*
 - Jenny Huang from EdOps presented the proposed FY20 budget, which had been previously reviewed by the board finance committee.
 - Christie wondered if they are going to use the FAR score next year?
 - Jenny explained that it will still be published, but it is not as important as it used to be.
 - Daniela asked if there is any fear moving to Sharpe will hurt Briya?
 - Lorie explained that it may actually help with our enrollment as it is easier for many students to get to, since it is easier to access public transportation from there.
 - Christie asked the student board members what they'd heard from other students. Alejandra said that Sharpe is closer to some students' houses, so they are excited about it. It makes it difficult for students who have kids at Bancroft Elementary, but if they want to learn, they will make it possible. Yizel said that Sharpe is great because it is closer to the metro station. It is difficult to find parking close to the school because of street cleaning.
 - An idea was proposed that there would be transportation between Sharpe and Bancroft. Alejandra said that some students already drive between the schools; maybe they could carpool and Briya could help with a gift card for gas.
 - **Janessa Cobb moved to approve the FY20 budget; Doris Garay seconded. The motion passed unanimously.**
- The March 2019 income statements
 - Nick explained that the main two things to consider for March financials are that we added 22 new students and some movement of staff and contractors hired.
 - There has been little change from the previous months and Briya is on track financially.
- Real Estate planning (report on May 10, 2019 meeting with Building Hope)
 - The finance committee has looked at a few good potential real estate candidates and prospects. Once they have anything credible, they will bring it to the board.
 - Christie added that the finance committee has already looked through a few options and she is glad to have Building Hope helping to work through options with the committee as they try to find an option that works for Briya.
 - The finance committee is prepared to make decisions or recommend something, if it comes up.
 - Todd added that it is good that Briya has multiple sites, so there is some flexibility with space already.
 - Deb added that Briya leaders are talking about, programmatically, how big Briya wants to get, and making sure that the school is not growing too quickly. Christie

reassured her that a lot of those things are being taken into account. Christie said that Briya is also lucky to have Mary's Center, which would be interested in continuing to collocate with us if we find a new site.

- Working with Building Hope is an advantage as they have worked with other charter schools in the past and can connect Briya with other schools that could help fill a space, if it were too large for just Briya.
- Nick explained that Briya has good credit, and funders and banks would not have to worry about our finances. Briya has good relationships with stakeholders.
- Doris added that Briya also has good experience from opening the Fort Totten campus.
- Christie wanted to let the board know that the finance committee talked with the top new candidate for director of finance, and as of Friday, she accepted the position. She is expected to start working part-time at the end of August or, at the latest, the beginning of October. Bill will be here through December, so the transition will be smooth.

5. Development Committee

- Board member nomination for Judy Mortrude to start in September- *vote required*
 - Flor explained that Judy is a very experienced candidate and the development committee thinks she would be an excellent candidate for a board member.
 - **Deborah Spitz moved to approve Judy Mortrude as a board of trustees member starting in September 2019; Marc Griego seconded. The motion passed unanimously.**
- Update on July board meeting to discuss new PCSB policies
 - DC PCSB passed new policies requiring schools to publish certain information as a measure to become more transparent.
 - The development committee will review the information that we need to publish and bring key points to the board meeting in July.
- Research and Policy
 - Briya has hired Ashley Simpson Baird, who recently started working 30 hours a week, to work on research and policy. She is taking over some of the things that Cara Sklar had done in the past. Ashley formerly worked at Briya for 4 years as an adult education instructor. She has been working at AIR. She has a PhD and will help us a lot with the research piece of two-gen.
- 30th Anniversary Update
 - Briya will be hosting a small gathering of alumni of Even Start on June 1. Sharon Darling from NCFE is going to come and speak at the event. This event will kick off a year of 30th anniversary events.
 - Part of our 30 year celebrations will include new 30th anniversary t-shirts for students and staff. We will have 30th anniversary branded balloons and other decorations at the graduation carnival.

6. Academic Committee

- Programming Update – Lorie
 - Lorie explained that there are some classes with very large enrollment right now, so we are thinking about adding a couple of ESL classes in the fall.
 - Briya is looking to partner with Mary's Center to start a dental assistant program. There is a soft goal of finding a coordinator for the program by January 2020.
- Enrollment Update – Yizel
 - Briya has more students now than it did at this time last year. There are 117 students more than last year.
 - Retention is also 16.3% higher than last year.
 - Enrollment is doing well overall and is higher than last year.
- Progress Markers – Lorie

- Students are doing well in reading and math gains. The percentage of students who have reached their goal is only 1% down from our annual target, which will easily be met by the end of the school year.
- Reading journals are at 82% of students who have completed their goal and the annual goal is to have 70% of students reach their goal. We are well above our target.
- Board Performance Review – Doris
 - <http://www.123formbuilder.com/form-4763440/board-of-trustees-performance-review-2018-2019>
 - It is time for board members to do their personal performance reviews as board members. The academic committee came up with the objectives that board members will talk about. There are objectives to write about and how the board member has participated in the objective. It is the same exercise that the board has done in the past.
 - The deadline to complete the board member reviews is May 29th.
 - The board member only has to fill out the objectives for the committee that they are on.
 - Emma will email the link and the due date to the board. The academic committee will be sending reminders to do the review.
- School Director Performance Review – Deb
 - The school leader evaluation will be coming up this summer. The evaluation tool has different areas that will be completed by different committees. The academic committee has put a lot of time into tweaking the process. It will be the same process as last year. There are both data-oriented and subjective indicators and places for comments. An evaluation committee made up of someone from each committee will meet between June and August. Your committee should nominate someone to be on the evaluation committee at your next committee meeting. Someone from last year's committee should be on it again, for some continuity. Daniela, as the board chair, will lead the committee. The committee will not only talk about the things that Christie does, but also will talk about all of the resources that the school leader needs to succeed. Part of the process is a meeting with Christie.
 - The evaluation committee will also have a mid-year check-in in January.
- Succession Plan - Lorie
 - Lorie explained that there have been a few additions to the succession plan: Director of Operations and Director of Adult Education
 - There were also a few updates in the succession plan for the Director of Finance and the School Leader.
 - The academic committee will have the succession plan to vote on at the next board meeting.
 - Emma will send the succession plan draft.

7. Announcements/New Business

8. Adjournment

- The meeting was adjourned at 7:33 p.m.