

Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, November 13th, 2019, 6:00-7:30 p.m.
APPROVED January 8th, 2020

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

Board members present

Daniela Grigioni-Carozza, *Chair*
Doris Garay, *Vice Chair*
Nick Sheth, *Treasurer*
Flor Buruca, *Secretary*
Darryl Clay
Marc Griego
Alejandra Sandoval
Todd Shears (via conference call)

Staff members present

Christie McKay, *Executive Director*
Lorie Preheim, *Outreach & Adult Education
Strategy Director*
Bill Bletzinger, *Director of Finance*
Geovanna Izurieta, *Incoming Director of
Finance*
Emma Koop Liechty, *Board Liaison*

Members not present

Deborah Spitz
Whytni Kernodle
Judy Mortrude

1. Call to Order/Centering
 - Meeting was called to order at 6:08 pm.
 - Christie welcomed new board member Darryl Clay and Briya's new finance director, Geovanna Izurieta, to their first board meeting.
 - Christie thanked Marc Griego for his commitment to the Briya board. Marc will be resigning from the board after this board meeting, as he is moving away from DC for a new job. This is also Bill Bletzinger's last meeting as Briya's finance director.
2. Approval of Minutes
 - Daniela requested a correction in section 4, under "Student Emergency Fund:" add another 0 to "\$5,00" to make it "\$5,000."
 - **Marc Griego moved to approve the minutes from the September 11, 2019 board meeting as amended; Nick Sheth seconded. The motion passed unanimously.**
3. Academic Committee
 - Enrollment update
 - Briya had great enrollment this year! The registration team registered 750 students and surpassed their goal of 718 students. There are still 25 duplicate students with Carlos Rosario that Briya is waiting to see if we will receive the funding for.
 - PMF Report Card 2018-2019

- Briya received Tier 1 rating in both Adult Education and Early Childhood for the 2018-2019 school year.
- Lorie explained that in Adult Education, the reasons why some of our scores are N/A is because schools are required to have a certain number of students in those areas to qualify to be scored there.
- In EC, Briya has been ranked Tier 1 since 2017 (the year PCSB first started ranking EC schools) and had another big jump in our scores this school year. 100% of our PreK student exceeded their growth expectations. We were exceeding expectations in many areas, including attendance and CLASS scores.
- Outcomes
 - Briya has exceeded our goals in almost all categories.
 - 88% of our MA students passed their credentials.
 - One student received their NEDP diploma.
 - Darryl asked about our attendance. Christie explained that Briya has below average attendance for DC, but we still have some of the highest outcomes. Briya has tried a few initiatives, including research into what the threshold is for where we can see a correlation between attendance and outcomes. Briya's PreK age cutoff is December vs September at many other schools, so we have some of the youngest kids in the District in our PreK classes, and they are still exceeding expectations.

4. Director's Report

- Updates for the school year
 - Christie shared that the director of DC PCSB, Scott Pearson, is leaving in May. David Grosso, head of the Education Committee for DC City Council has also decided not to run again.
 - Christie hopes to convene with other adult education charter leaders to discuss the impact of the changes in DCPCSB leadership and next steps to continue advocating for adult education programs.
 - As part of the Kresge grant with Mary's Center, Briya is looking at how we can integrate education and healthcare. Christie will be asking some board members to attend a Mary's Center board retreat January 25 to contribute to some strategic planning.
 - Nick wondered how Scott Pearson will be replaced. The PCSB board of directors will choose the new Executive Director. The board of directors is selected by the Mayor.
 - Christie explained that all these changes also come as FOCUS also is under going leadership changes.

5. Development Committee

- Board Member Goals
 - Flor shared whose goals are still needed. She asked that board members send their 2-3 goals to Emma.
- Potential Board Member – Cara Sklar
 - Daniela introduced a new candidate for the Briya board, Cara Sklar, who would start at the next meeting in January 2020.

- Cara has expertise in early childhood and research. She is very qualified and currently has a national view on the niche area that Briya is in her new position at New America. She would be able to frame what's happening at Briya within the larger trends in the nation. She knows Briya well as a former Briya staff member. She was very instrumental in helping Briya in our expansion to Fort Totten and worked on the Adult Education transportation subsidy for our students.
- **Marc Griego moved to approve Cara Sklar as a new member of the Briya Board of Trustees; Doris Garay seconded. The motion passed unanimously.**
- Board Member Fundraising for the Emergency Fund
 - Alejandra already has raised \$500 from a restaurant owner from Cook's Group, Inc., who also said that can continue to support the fundraising.
 - Daniela shared that the board also received a \$400 donation from a former staff member.
 - The plan is to start running the fundraising campaign now and continue until our 30th anniversary celebration.
 - There was also another question at the last board meeting about the process for determining if a student is qualified to receive this money. Christie has suggested that the Briya Student Services department would make the first assessment and the Finance department and Christie would make the final determination about what should be done and how much should be given. Daniela suggested that the recommendation goes from Student Services to Briya's finance department who then reaches out to the Briya Board. Nick thinks that the chair should make the board determination and can send the communication about it out to the rest of the board. It was ultimately decided that, with Student Services recommendation, Christie can make the decision to give the money, and then report to the board chair when that decision is made. Documentation and follow-up will be given about the student's situation, and make sure that the family is out of crisis.
 - Amy Houser, Briya's marketing consultant, made template emails that board members can send to their connections to help with the fundraising process. Emma will send out the electronic versions of the letters.
 - Daniela wondered if there is a way to tell who donates and who their connection to the board is. We can bring a list of donors into the next meeting and people can look to see who of their connections donated.

6. Finance Committee

- September 2019 financials
 - We are ahead on revenues and expenses are lower.
 - The volunteer stipend is lower than they allotted for.
 - Federal grant spending will be lower than the original budget because more federal revenue was used in FY19 so less was deferred into FY20.
- Audit update

- We will need to do an email vote on the audit next week. The draft audit has gone out to the finance committee. Nick will send it to Daniela, who can send it to the board for a vote.
- **SUBSEQUENT EVENT: On Tuesday, November 26, 2019, the board completed an email vote approving the final version of the audit upon the recommendation of the finance committee.**
- Procurement Policy
 - The procurement policy has been update to continue to comply with the DCPCSB, Federal and Local procurement regulations.
 - One of the most relevant updates on the policy is that now Contracting Officers (not supervisors) can make purchases between \$5,000 to \$24,999 without board approval
 - Marco had a question about part E, and how small expenses are tracked. Bill explained that as a matter of procedure, we distribute credit cards to designated staff who have programmatic discretion. Most purchases are under \$300. A limited number of staff have higher credit limits, up to \$5,000. Every purchase is monitored by the finance department in real time. Marco wondered what percentage of overall purchases are under \$5,000. Geovanna was not sure, but each department has budgets and those are tracked and controlled jointly with managers.
 - Vote to approve the policy revisions
 - **Flor Buruca moved to approve the procurement policy revisions; Doris Garay seconded. The motion passed unanimously.**
 - Vote to approve Geovanna Izurieta as contract officer for Briya, per the policy
 - **Nick Sheth moved to approve Geovanna Izurieta as contract officer for Briya; Alejandra Sandoval seconded. The motion passed unanimously.**
- Real Estate update

Christie and the Finance Committee are currently evaluating the possibility of acquiring a new facility in NW DC. An appraisal has been ordered and the committee is awaiting the report from City First. Nick explained that staff and the committee are still determining numbers to see how much we can pay out of pocket and how much Briya would have to take out in loans.
- Signature cards for bank
 - Geovanna and Bill collected signatures from Christie and the board officers for Briya's bank account.

7. Executive Session

- The board had no business to take into executive session at this meeting but going forward will have Executive Session on the agenda for each meeting.

8. Announcements/New Business

- Next meeting is in January; it will be our first meeting open to the public.

9. Adjournment

- The meeting was adjourned at 7:38 pm.