**Briya Public Charter School**

**Board of Trustees Meeting Minutes DRAFT**

**Wednesday, March 6th, 2021, 12:10-1:00 p.m.**

**APPROVED May 12, 2021**

|  |  |
| --- | --- |
| **Board members present**  Daniela Carozza, *Chair*  Doris Garay, *Vice Chair*  Flor Buruca, *Secretary*  Bill Bletzinger  Darryl Clay  Thomas Gerkin  Alejandra Sandoval  Judy Mortrude  Cara Sklar  **Board Members Absent**  Nishit (Nick) Sheth, *Treasurer* | **Staff members present**  Christie McKay, *Executive Director*  Lorie Preheim, *Outreach & Adult Education Strategy Director*  Geovanna Izurieta, *Director of Finance*  Emma Koop Liechty, *Board Liaison*  Lauren Stoltzfus, *Board Liaison*  Lisa Luceno, *Senior Director of Early Childhood Strategy*  Jamey Sadownick, *Technology Integration Coordinator & Instructor* |

1. Call to Order
   1. The meeting is called to order at 12:08.
2. Approval of Minutes (*vote required)*
   1. January 13, 2021 Briya Board Meeting Minutes
   2. Bill Bletzinger suggested that Lisa Luceno’s title is double checked. The minutes currently have her as “director of education”, which is not correct. Emma will research and make the edit to correct her title.
   3. **Judy Mortrude moved to approve the January 13, 2021 Briya Board meeting minutes; Cara Sklar seconded. The motion passed unanimously.**
      1. Daniela Carozza, Chair - yes
      2. Doris Garay, Vice Chair (no vote)
      3. Flor Buruca, Secretary - yes
      4. Darryl Clay - yes
      5. Thomas Gerkin - yes
      6. Alejandra Sandoval - yes
      7. Bill Bletzinger - yes
      8. Judy Mortrude - yes
      9. Cara Sklar - yes
3. Director's Report – reported by Christie McKay
   1. McKay shared that DC Council Members Henderson and Lewis George visited Briya
      1. Each council member met with our students, and our students have been requesting assistance with their priorities. Right now, their priorities are focused around changing the term length of the Alliance health insurance program from 6 months to a year.
      2. Both council members also visited Briya’s outdoor PreK program
   2. Middle States mid-term report
      1. Briya is on target for its Middle States accreditation goals. The Academic Committee will be looking more in depth at Briya’s goals.
   3. Early Childhood (EC) program update – reported by Lisa Luceno
      1. Briya has been providing outdoor learning for PreK families who want to come. There has been great engagement with parents’ children, but also with the communities. PreK will be increasing it to a full day in the Spring.
      2. Briya teachers have been distributing materials and have gotten great feedback from the families. The materials are made to engage students after they have turned the computer screen off. The virtual learning has been innovative and engaging through Zoom.
      3. Briya ran a successful outerwear fundraiser and has been able to provide outerwear to all families participating in outdoor learning through the winter
      4. Family literacy lessons have continued outdoors and online. The infant teachers have become child development teachers for those families this year. There has been a strong focus on home learning materials. They rely on common household items to teach their lessons.
      5. The classes are working with schemas or thought patterns or ways children enact their thinking.
      6. They have also been able to include videos in various languages, including Spanish and Amharic.
      7. EC students have had creative arts classes, which are also serving as professional development for the teachers.
      8. There has been an enhanced focus on antibias in the EC curriculum.
   4. Adult Education (AE) program update – reported by Jamey Sadownick
      1. In 2020 and 2021, education during the pandemic requires digital literacy skills. This was Briya’s focus and priority for this year.
      2. Briya participated in a city-wide Adult Education survey
         1. 57% of Briya parents reported increased confidence in supporting their children’s learning. 82% Briya adult students say their technology skills have increased during the pandemic
      3. Briya convened a working group to determine best practices for a distance learning program for SY 21-22.
         1. Creating a 1:1 device program, which includes Chromebooks for ESL students and PC laptops for workforce students
         2. Ensuring Internet access
         3. The implementation of Google for Education in the ESL program and Schoology in the Workforce programs
      4. Briya distributed more than 800 devices to students. 213 families have obtained new wifi connections through Briya.
      5. The Digital Integration team was created as a new team focused on education technology, this team is a collaboration between AE and IT. Available to provide one-on-one support to teachers and participate in classes that need extra tech support.
      6. Students have learned how to navigate Zoom, the computer and the Google Suite through scaffolded learning processes, video trainings, multilingual paper guides, a multilingual Helpdesk line and new tools to both help teachers and students
      7. The AE department has also continued to provide teacher training throughout the year through professional development sessions and increased teacher collaboration.
4. Development Committee – reported by Christie McKay, Executive Director
   1. Interim-Board Member (v*ote required)*
      1. The Development Committee is suggesting Brenda Martinez as interim board member to complete Todd Shears’ term. She will join the finance committee.
      2. **Bill Bletzinger moved to approve Brenda Martinez as interim board member; Thomas Gerkin seconded. The motion passed unanimously.**
         1. Daniela Carozza, Chair - yes
         2. Doris Garay, Vice Chair - yes
         3. Flor Buruca, Secretary - yes
         4. Darryl Clay - yes
         5. Thomas Gerkin - yes
         6. Alejandra Sandoval - yes
         7. Bill Bletzinger - yes
         8. Judy Mortrude - yes
         9. Cara Sklar - yes
   2. Update on by-law revisions
      1. McKay shared that Briya has submitted all of its documents for its 15- year board renewals, including a revision of the board by-laws. Briya is waiting to hear back from the PCSB about the bi-laws and the board will be able to vote on them in May. The changes are because of a change in requirements at a city level.
5. Finance Committee
   1. Approval of Briya 2019 990 (*Vote required)* – presented by Darryl Clay
      1. Clay shared that the IRS Form 990 describes all of the tax information that nonprofits have to provide. This document prepared by Briya’s external auditors in coordination with EdOps. McKay and Izurieta review it with EdOps. The finance committee has reviewed the report as well.
      2. The finance committee is making a recommendation to the board to approve it.
      3. **Bill Bletzinger moved to approve the 990 as presented; Alejandra Sandoval seconded. The motion passed unanimously.**
         1. Daniela Carozza, Chair - yes
         2. Doris Garay, Vice Chair - yes
         3. Flor Buruca, Secretary - yes
         4. Darryl Clay - yes
         5. Thomas Gerkin - yes
         6. Alejandra Sandoval - yes
         7. Bill Bletzinger - yes
         8. Judy Mortrude - yes
         9. Cara Sklar - yes
   2. Review of January 2020 financial reports – presented by Geovanna Izurieta
      1. Briya is forecast do not have many variations since the last time the information was presented.
      2. Briya is tracking under budget and projected a positive net income for year end.
      3. Alejandra Sandoval asked about the award Briya received from the Greater Washington Foundation to support the advocacy work that students have been doing locally. Izurieta explained that Briya has received $2,000 for that purpose. The funds are exclusively going towards the advocacy work that they are doing.
6. Academic Committee
   1. Recognition of staff from Board – presented by Doris Garay
      1. Doris Garay shared that teacher appreciation week is coming up and the Academic Committee is proposing to do the same gifts as the previous school year, which were gift cards to staff. The board needs two volunteers to come to the May staff meeting. McKay will share the date for it.
   2. Board Performance Review – presented by Lorie Preheim
      1. Lorie Preheim shared that there have been some revisions to the format of the board performance review. It has been simplified, combined, and they have removed and added questions.
      2. The performance review will be due on March 19th.
   3. School Leader Performance Review – presented by Doris Garay
      1. There will be a subcommittee to lead the school leader performance review. There will need to be a volunteer from each committee to help
      2. The committees can provide someone within their committee to represent them
   4. Virtual Open House – presented by Lorie Preheim
      1. Briya held a virtual open house about its ESL program
      2. As of last week, there had 678 Facebook touchpoints to the webinar
      3. The webinar included the story of a Briya student and her PreK son
   5. Enrollment Numbers & Strategies – presented by Lorie Preheim
      1. Briya’s enrollment is up this year. In January Briya was at 98% of its student count.
      2. MC/Briya Collaborative efforts
         1. Briya has been targeting Mary’s Center clients through in person and virtual appointments
      3. Preheim shared some of the ways that the school has recruited students this school year. Facebook and word of mouth, and formers students have been big contributors
      4. Remote registrations have increased the number of people who are able to attend their registration appointments.
      5. Briya has started an orientation class and get ready for school days.
   6. Workforce data – presented by Lorie Preheim
      1. Workforce credentials:
         1. 100% of CDA and MA students who took the credential exam in 19-20 passed to earn their credential.
      2. Entered or retained employment data
         1. Of former students reached for follow up in school year 2019-2020, 86% of CDA students and 100% of MA students entered or retained employment
   7. CDA Open House – presented by Flor Buruca
      1. There will be a CDA virtual open house on Wednesday, May 5, 12:30-1:30.
7. **Adjournment**
   1. The meeting was adjourned at 1:15pm.