

Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, May 25th, 2022, 6:10-7:30 p.m.

Board members present

Daniela Carozza, *Chair*
Flor Buruca, *Secretary*
Bill Bletzinger, *Treasurer*
Alejandra Sandoval
Cara Sklar
Brenda Martinez
Jennifer Huang
Brittany Pope
Judy Mortrude

Staff members present

Christie McKay, *Executive Director*
Geovanna Izurieta, *Director of Finance*
Stella Wang, *Board Liaison*

Board Members Absent

Ji Sung Yang
Doris Garay, *Vice Chair*

1. Call to Order

1. The meeting was called to order at 6:10 pm.

2. Approval of Minutes

1. March 5th, 2022, Briya Board Meeting Minutes

1. *Judy Mortrude moved to approve the March 5th, 2022 Briya Board meeting minutes; Bill Bletzinger seconded. The motion passed unanimously.*

- Roll call:

- Alejandra Sandoval – yes
- Brenda Martinez – yes
- Daniela Carozza, Chair – yes
- Flor Buruca, Secretary – yes
- Bill Bletzinger – yes
- Cara Sklar – yes
- Jennifer Huang - yes
- Brittany Pope - yes
- Judy Mortrude – yes
- Ji Sung Yang – absent
- Doris Garay – absent

3. Director's Report – reported by Christie McKay, Executive Director

1. Plans for end of the school year – Graduations

1. On June 17th Briya will hold CDA graduation virtually. We will send out information about that if board members would like to join.

2. On June 24th Briya will hold NEDP graduation in person at Fort Totten.
3. On June 23rd Briya is holding a graduation carnival at Fort Totten. It will be a condensed carnival, from 10am-12pm. We will only provide packaged foods. The last carnival before the pandemic we had over 1,000 people come. It is a big endeavor.
2. Plans for staff PD and starting the school year
 1. We will continue NEDP and children who need therapy will continue to receive it, but no formal summer program.
 2. School will begin again in August. All staff will be required to come back two weeks earlier for professional development.
 3. City council completed the budget that includes a 3.1% increase for facilities and significant per pupil funding increase across the board. We had hoped we would receive an increase in Adult Ed funding on top of that, but we did not get the total amount we were hoping for. There will be more advocacy done next year. The adult education population in DC is small, so it is difficult to get financial support from city council when they are being pulled in so many different directions for funding. Costs are going up, so it will be difficult to continue to have quality programming without an increase.
 4. Christie expresses appreciation for all advocacy for Sharpe. We will be able to stay this year, but the tide is too big for us to be able to stay longer than that. There are lots of schools who are in modernization and DCPS really wants to use the Sharpe building for swing space. We are working with realtors to be able to look for another space after this next school year.
4. Development Committee – reported by Christie McKay
 1. First Fridays- June 3rd
 1. If you know anyone who would like to see a virtual tour of Briya, we will be holding a tour and event the morning of June 3rd.
 2. If you hope to participate, make sure to [RSVP](#) in order to receive the Zoom link.
 2. Partner tours with Mary’s Center
 1. There is more interest in virtual tours than in person tours right now.
 3. Staff updates
 1. Stella is leaving her full-time role at Briya and will be working part time over the summer.
5. Finance Committee
 1. March 2022 Financial Reports – Finance reports were distributed to the board and included in the FY23 budget presentation.
 2. FY23 Budget – board approval required
 1. This information has been shared with the board a few days ago. We have put together the budget with our EdOps, and the leadership in consultation with the finance committee.
 2. This budget draft has been approved and reviewed by finance committee.

3. Our key priorities for this budget
 - Maintain our financial discipline to support our high performing programs.
 - We would like to reward our staff by increasing compensation.
 - We would like to meet our debt obligations and covenants.
 4. Enrollment: our budget assumes we will have 730 students enrolled next year. This is a conservative and achievable goal.
 - Per pupil rate increase of 5.87% and facilities increase of 3.1%.
The weighting for adult students increased from 0.89 to 0.91.
 5. Staffing: we are currently budgeting a 4.5% salary increase for all staff plus another 400k for new positions mostly within student support.
 6. There is a new requirement from DME and DCPCSB to establish common financial reporting standards for public schools and public charter schools by July 5, 2022. We have to submit a budget for FY23 and a budget draft for FY24.
 7. We are forecasting for both FY23 and FY24 budgets to breakeven.
 8. The two budgets meet our financial obligations requirements.
 9. Tonight we are approving the FY23 budget only, and we need to present both FY23 and FY24 but FY24 is a draft, so it can be amended.
 10. SY23-24 revenue: we assume an increase to 750 students. PPF increase assumed at 2%. PPF increased at 3.1%. No COVID-related grant revenue is budgeted, leading to a significant drop in federal revenue.
 11. SY23-24 expenses: salary growth assumed at 2% in line with PPF increase assumption. Inflation is budgeted at 3%. As COVID related grant funding is reduced, this will lead to a decrease in occupancy and direct student expense.
 12. Risks
 - Funding comes primarily from local and government sources. If we don't meet enrollment our revenue will be directly impacted. Now that DC council has approve the budget and for some reason DC is not doing financially well and changes the budget, that would impact our funding.
 - If the COVID pandemic continues, it could be impactful. We will need extra funding.
 - We have funding from private supporters so if there is an economic crisis or impacts from the pandemic that would impact our budget as well.
 13. Mitigation strategies
 - We are being conservative in our budget assumptions.
3. FY23 Budget approval
1. *Bill Bletzinger moved to approve the FY23 Budget; Cara Sklar seconded. The motion passed unanimously.*
 - Roll call:
 - Alejandra Sandoval – yes
 - Brenda Martinez – yes
 - Daniela Carozza, Chair – yes

- Flor Buruca, Secretary – yes
- Bill Bletzinger – yes
- Cara Sklar – yes
- Jennifer Huang - yes
- Brittany Pope - yes
- Judy Mortrude – yes
- Ji Sung Yang – absent
- Doris Garay – absent

6. Academic Committee

1. Board performance review

1. Academic committee thanked everyone for completing the board self-evaluation. Stella will send out board performance review ratings to everyone after the meeting.
2. The board received the highest rating in the following areas:
 - Strategic plan
 - Board & school performance monitoring
 - Data monitoring
 - Budget approval and financial statement review
 - School enrollment monitoring
 - School leader performance and compensation
3. Rating of “well” or “moderately well”
 - Board expertise/experience
 - Board structures and stability
 - Board promotes positive image
4. Comments highlights
 - The board recognizes the immediate needs of the school
 - The board is organized and information is clarified with an interpreter
 - Staff keeps board members informed and solicits their input in planning
 - The board supports students in many areas like mental health and well-being of our children
 - We have a strong finance committee
5. Recommendations highlights
 - The Board could:
 1. Brainstorm additional skill sets needed on the Board and expand the selection of board members to include broader committee representation
 2. Promote Briya in the broader community, be more present in school events, and orient new board members on how to do this
 3. Contribute [financially] to the school and increase strategic planning to receive funding for infants and toddlers

6. The results of the board performance review were very positive. Every Board member is committed and engaged, and our student representatives are very active in the Board and the school. The Board recognizes teachers' dedication to meeting students' needs. Board members are 100% supportive to everything the school is doing.

7. New Business/Announcements - none

8. Adjournment

1. The meeting was adjourned at 7:01 pm.