Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, July 9th, 2025, 6:10-7:30 p.m. on Zoom

Board members present
Doris Garay, *Chair*
Stuart Butler, *Vice Chair*
Bill Bletzinger, *Treasurer*
Dimelsa Zelaya, *Secretary*
Brittany Pope
Geovanna Izurieta
Cara Sklar

Staff members present
Christie McKay, *Executive Director*
Joel Goering, *Director of Finance*
Judy Kittleson, *NEDP & Adult Education Manager*
Stella Wang, *Board Liaison*

Board members absent
Charlotte Baer
Brenda Martinez
Carolina Hernandez
Jennifer Huang

Quorum was reached.

1. **Call to Order**
   - The meeting was called to order at 6:17pm.

2. **Approval of minutes**
   - May 14th Briya Board Meeting Minutes
     - ***Bill Bletzinger*** *moved to approve the May 14th, 2025 Briya Board meeting minutes;* ***Geovanna Izurieta*** *seconded. The motion passed unanimously.*
       - Roll call:
         - Bill Bletzinger – yes
         - Brittany Pope – yes
         - Cara Sklar – yes
         - Dimelsa Zelaya – yes
         - Doris Garay – yes
         - Geovanna Izurieta – yes
         - Stuart Butler – yes

3. **Director's Report**
   - Highlights from a successful school year—presented by Christie McKay
     - Briya served over 1,300 students this school year.
     - All two-gen MA students earned medical interpreter certification.

- Early Childhood students had higher attendance than they have had since the pandemic (79.18%). EC students continue to deepen their connection to the natural environment through hands-on experiences.
- Our Digital Integration Team integrated translation tools and multilingual supports. IT team distributed 898 computers.
- Student Services team collaborated with community partners. The team helped students with over 2,075 cases.
- Outreach and Registration team generated more than 5,000 new leads and registered 1,450 students since June 2024.
- Finance department rolled out two new software tools and Compliance Report demonstrated a rate of 100%. SERT teams ran successful drills and trainings.
- 86% response rate in OSSE school climate survey.
- Briya hosted the Middle States team and completed accreditation milestones.
- Next year we look forward to our official re-accreditation vote, implementing accreditation goals, a refreshed interior at Georgia Ave location, and having our charter renewed.

2. **Development Committee –** reported by Christie McKay
   - SY25-26 Board meeting schedule
     - Development Committee presented a revised schedule for the next school year, different than the schedule we have had in the past.
     - The difficulty is that we now have a meeting scheduled in August when we did not before. August is a difficult month.
     - Regarding committee meetings: Christie shared that if the committee feels they do need to have a meeting in August instead of September, they can, they will work it out individually.
     - What do board members prefer between July and August? Stuart prefers July. Bill and Geovanna say either is fine.
     - Stuart asked if we have a minimum number of meetings required per year, Joel is not aware of a minimum number of meetings required by PCSB, and believes it is up to the school's discretion and bylaw. Stella will look into this and the possibility of not having a meeting in August, and potentially sending out a survey to board members to get preferences.

4. **Academic Committee -** reported by Judy Kittleson
   - School Leader Evaluation
     - Finance Committee and Christie's section due August 30th.
     - Academic Committee will complete their section during their meeting on September 10th.
     - Doris completes the board chair section between September 10th -October 1st.
     - Doris and Bill will meet to finalize salary to recommend to the board.
     - Stella will send the complete evaluation to the board a week prior to the October 8th board meeting.

- The board will vote on the evaluation during the October board meeting.

5. **<u>Finance Committee</u> -** reported by Joel Goering
    - FY26 budget approval
        - The deadline for submitting the approved budget this year was pushed back a month, until the end of July, due to external factors.
        - External uncertainties are impacting our budget. We are seeking to maintain financial sustainability and build a balanced budget amid these challenges.
        - Changes since the last version of the budget was presented to the Board at the May 14 meeting: per-pupil facilities rate increase of 3.1%, added IJLS funding and WTU-related Charter Educator Funding. Also updated staff roster with final approved positions and salaries.
        - Net income projection for SY25-26 is $111k.
        - We must submit two years at a time, so we also included a budget for SY26-27 that has breakeven net income. We made some assumptions for the second year that we hope won't happen, such as flat salaries. We will still be able to make changes to the SY26-27 budget next year, and will have a better idea in six months.
        - On the expense side for SY25-26, we have added three new student-facing staff positions and an assumed increase to the fringe benefit rate that we pay to Mary's Center.
        - Joel presented levers and risks, with potential dollar amount changes to the proposed budget and the probability of each happening.
        - ***Stuart Butler*** *moved to approve the FY25-26 budget as presented this evening for the upcoming fiscal year;* ***Geovanna Izurieta*** *seconded. The motion passed unanimously.*
            - Roll call:
                - Bill Bletzinger – yes
                - Brittany Pope – yes
                - Cara Sklar – yes
                - Dimelsa Zelaya – yes
                - Doris Garay – yes
                - Geovanna Izurieta – yes
                - Stuart Butler – yes

    - Conflict of Interest contracts (vote needed)
        - Contracts over $25k with potential conflict of interest must be disclosed.
        - Amy Houser and Julia Toro are contractors that work with Briya and are both former board members. This approval is for SY25-26 renewal contracts. Both Amy and Julia have supported Briya as contractors for many years.
        - The board is aware of these contracts, that the contractors are former board members, and agree the rates being charged are appropriate (i.e. fair market value or less) for the services provided.

- ***Bill Bletzinger*** *moved to approve the Conflict-of-Interest contracts for Amy Houser and Julia Toro;* ***Brittany Pope*** *seconded. The motion passed unanimously.*
    - Roll call:
        - Bill Bletzinger – yes
        - Brittany Pope – yes
        - Cara Sklar – yes
        - Dimelsa Zelaya – yes
        - Doris Garay – yes
        - Geovanna Izurieta – yes
        - Stuart Butler – yes

6. **Announcements/New Business**
    - Next Thursday July 17th we will have a presentation by Alicia about Maryland at 5:30pm. All board members are invited to attend.

7. **Closed Session**
    - Pursuant Chapter 5, Subchapter IV, Section 2-575(b)(2) of the Code of the District of Columbia, the Briya Board of Trustees will enter into closed session to discuss real estate and facilities contracts where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
        - ***Geovanna Izurieta*** *moved to enter a closed session for the reason listed on the agenda;* ***Cara Sklar*** *seconded. The motion passed unanimously.*
            - Roll call:
                - Bill Bletzinger – yes
                - Brittany Pope – yes
                - Cara Sklar – yes
                - Dimelsa Zelaya – yes
                - Doris Garay – yes
                - Geovanna Izurieta – yes
                - Stuart Butler – yes

8. **Adjournment**
    - The meeting adjourned at 7:39pm.