Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, October 8th, 2025, 6:10-7:30 p.m. on Zoom

This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at opengovoffice@dc.gov.

Board members present
Doris Garay, *Chair*
Stuart Butler, *Vice Chair*
Bill Bletzinger, *Treasurer*
Dimelsa Zelaya, *Secretary*
Brittany Pope
Geovanna Izurieta
Charlotte Baer
Carolina Hernandez
Jennifer Huang
Brenda Martinez (arrived 30 minutes late)

Staff members present
Christie McKay, *Executive Director*
Joel Goering, *Director of Finance*
Judy Kittleson, *NEDP & Adult Education Manager*
Stella Wang, *Board Liaison*
Ashley Simpson Baird, *Director of Research and Policy*
Camilla Taft-Hicks, *Strategy Advisor*

Board members absent
Cara Sklar

Quorum was reached.

1. **Call to Order**
   - The meeting was called to order at 6:15pm.

2. **Approval of minutes**
   - July 9th Briya Board Meeting Minutes
     - ***Stuart Butler*** *moved to approve the July 9th, 2025 Briya Board meeting minutes;* ***Geovanna Izurieta*** *seconded. The motion passed unanimously.*
       - Roll call:
         - Bill Bletzinger – yes
         - Dimelsa Zelaya – yes
         - Doris Garay – yes
         - Geovanna Izurieta – yes
         - Stuart Butler – yes
         - Brittany Pope – yes
         - Jennifer Huang – yes
         - Carolina Hernandez – yes
         - Charlotte Baer – yes
         - Brenda Martinez – absent for this vote

3. **Director's Report**

- 20-year charter renewal and QSR – presented by Ashley Simpson Baird
    - Ashley gave an overview of Briya's 20-year charter renewal process.
    - The charter review is required by law by the School Reform Act (at least every 5 years). It evaluates school performance over the prior five years. The PCSB board will vote on whether a school's charter continues.
    - The criteria include goals, compliance, and finance.
    - November 3-14 is the Qualitative Site Review in which PCSB observers conduct unscheduled observations of our pre-K and AE classes. It provides a snapshot of Briya's instructional program.
    - Stuart asked if there are any areas where Briya is less confident that the board ought to know about.
        - The Danielson framework wasn't created with Briya's population in mind. There is some work for our teachers to fit into this mold. It was created for a K-12 lens. Many reviewers also don't have as much experience with the populations Briya serves either.
        - We do always ask for observers who are bilingual. We know that this time the observers on the AE side will be those with AE experience.
- May 18, 2026 charter renewal
    - The PCSB board will vote on Briya's charter renewal during their meeting on May 18th. This is a public meeting and everybody from the board is welcome to join.
- Strategic Plan – presented by Christie McKay & Camilla Taft-Hicks
    - We are currently working on a strategic plan like the one we developed during our last accreditation process. It will include our partnership with Mary's Center, our outdoor learning program, and other unique aspects.
    - We will also be talking about real time strategic planning since the strategic plan is for 6 years, we want to ensure we have methodology to address unexpected circumstances.
    - The strategic plan is more for an external audience and looking at the aspirational aspects of what we do. Emphasis on sharing our vision and drawing from our accreditation plan.
    - Camilla will send out an overview.
- Enrollment update – presented by Christie McKay
    - We made count. The final number is 800, which includes 30 duplicates. Last year we were paid for 769 students. We are not requesting any of our duplicate students, so we assume most of those will go to other Adult Ed schools. We are aiming for a final audited count of 770.
    - It was a challenging year to meet count. Staff have been working hard and adapting well; it has been a team effort.
    - Doris gives kudos to the Briya enrollment team for their hard work.

2. **<u>Development Committee</u>**
    - Board officer slate
        - Board chair: Doris Garay
          Vice chair: Stuart Butler

Treasurer: Geovanna Izurieta
Secretary: Dimelsa Zelaya

- Bill is in the process of moving to New Hampshire and will not be able to continue as Treasurer. Geovanna will begin as interim treasurer.
- ***Brittany Pope*** *moved to approve the Board officer slate for 2025-26 school year as presented;* ***Charlotte Baer*** *seconded. The motion passed unanimously.*
    - Roll call:
        - Bill Bletzinger – yes
        - Charlotte Baer – yes
        - Dimelsa Zelaya – yes
        - Doris Garay – yes
        - Geovanna Izurieta – yes
        - Stuart Butler – yes
        - Brittany Pope – yes
        - Jennifer Huang – yes
        - Carolina Hernandez – yes
        - Brenda Martinez – yes

- Individual board member goals
    - All board members please fill out 2-3 personal board goals for the upcoming year.
- Conflict of interest and confidentiality forms
    - Stella will send these out to all board members via Docusign.
- Centering sign-up
    - Board members should sign up to lead centering for one of our upcoming board meetings this year.

4. **Finance Committee -** reported by Joel Goering
    - July/August financials
        - It is still early in the school year, and we don't have a lot of data yet for our forecast.
        - Our budgeted net income was $111,079 and forecasted net income is $879,007. The change is primarily due to increase in local grants and one-time DC charter educator pay, increase in federal grants, and expenses are currently below budget.
        - We have not included the updated enrollment count which is final as of this week. This will be another positive variance.
        - Our annual audit from last fiscal year is in progress, we have no indication of any problems so far.
        - The PCSB deadline for the audit is somewhere around December 12th
5. **Announcements/New Business**
    - None

6. **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 for
    - Reason 2, 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,
    - Reason 10, To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, or of public charter school personnel, where the public body is the board of trustees of a public charter school.

    - ***Stuart Butler*** *moved to enter a closed session for the reason listed on the agenda;* ***Geovanna Izurieta*** *seconded. The motion passed unanimously.*
        - Roll call:
            - Bill Bletzinger – yes
            - Charlotte Baer – yes
            - Dimelsa Zelaya – yes
            - Doris Garay – yes
            - Geovanna Izurieta – yes
            - Stuart Butler – yes
            - Brittany Pope – yes
            - Brenda Martinez – yes
            - Jennifer Huang – yes
            - Carolina Hernandez – yes

    - ***Brenda Martinez*** *moved to approve the School Leader Evaluation and authorize the executive director's salary as presented;* ***Bill Bletzinger*** *seconded. The motion passed unanimously.*
        - Roll call:
            - Bill Bletzinger – yes
            - Charlotte Baer – yes
            - Dimelsa Zelaya – yes
            - Doris Garay – yes
            - Geovanna Izurieta – yes
            - Stuart Butler – yes
            - Brittany Pope – yes
            - Brenda Martinez – yes
            - Jennifer Huang – yes
            - Carolina Hernandez – absent for this vote

7. **<u>Adjournment</u>**
    - There were no other matters to report out from the executive session, and the meeting adjourned at 8:13pm.