

Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday, December 10th, 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

Stuart Butler, *Vice Chair*
Geovanna Izurieta, *Treasurer*
Dimelsa Zelaya, *Secretary*
Brittany Pope
Cara Sklar
Charlotte Baer
Carolina Hernandez
Jennifer Huang
Brenda Martinez

Staff members present

Christie McKay, *Executive Director*
Joel Goering, *Director of Finance*
Judy Kittleson, *NEDP & Adult Education Manager*
Stella Wang, *Board Liaison*
Karen Hertzler, *Director of Accountability*
Amy Houser, *Senior Advisor*

Board members absent

Doris Garay, *Chair* (Absent for the meeting, present for second half of executive session)
Bill Bletzinger

Quorum was reached.

1. Call to Order

- The meeting was called to order at 6:19pm.

2. Approval of minutes

- October 8th Briya Board Meeting Minutes
 - ***Brenda Martinez*** moved to approve the October 8th, 2025 Briya Board meeting minutes; ***Geovanna Izurieta*** seconded. The motion passed unanimously.
 - Roll call:
 - Brittany Pope – yes
 - Charlotte Baer – yes
 - Cara Sklar – yes
 - Dimelsa Zelaya – yes
 - Geovanna Izurieta – yes
 - Stuart Butler – yes
 - Jennifer Huang – yes
 - Carolina Hernandez – yes
 - Brenda Martinez – yes

3. Director's Report

- Charter goals

- Karen shared info about our goals amendment with the Academic and Development committees already.
- The update process needs to be completed with PCSB in March.
- Karen provided the goals ahead of the meeting for review by the board and gave an overview of the goals and amendments.
- ***Charlotte Baer moved to approve the Charter School Goals Amendment as presented; Stuart Butler seconded. The motion passed unanimously.***
 - Roll call:
 - Brittany Pope – yes
 - Charlotte Baer – yes
 - Cara Sklar – yes
 - Dimelsa Zelaya – yes
 - Geovanna Izurieta – yes
 - Stuart Butler – yes
 - Jennifer Huang – yes
 - Carolina Hernandez – yes
 - Brenda Martinez – yes

2. Development Committee

- Development Committee agenda will be discussed in closed session.

2. Academic Committee - reported by Judy Kittleson, Carolina Hernandez, and Dimelsa Zelaya

- Enrollment and outreach update
 - Briya had a successful Count Day in October of 770. We reached our Term 2 projection. The outreach team has collected over 2,000 names since June.
- Student Services report
 - Stephanie gave a presentation to Academic Committee last month about student services.
 - The committee shared the strategies the team uses to support students, and the number and types of cases the student services team supported recently.
 - Stuart asked what exactly the student services team helps with regarding health insurance. Christie said this year it was mostly helping with keeping students on their Alliance health insurance.

4. Finance Committee - reported by Joel Goering

- FY25 Audit
 - Joel highlighted the summary page of the audit report, which included the following:
 - Unmodified opinion – this is a “clean” opinion
 - No significant deficiencies or material weaknesses in internal controls
 - No instances of noncompliance material to the financial statements
 - No findings

- **Stuart Butler** moved to approve the FY25 audit as presented; **Brenda Martinez** seconded. The motion passed unanimously.
 - Roll call:
 - Brittany Pope – yes
 - Charlotte Baer – yes
 - Cara Sklar – yes
 - Dimelsa Zelaya – yes
 - Geovanna Izurieta – yes
 - Stuart Butler – yes
 - Jennifer Huang – yes
 - Carolina Hernandez – yes
 - Brenda Martinez – yes
 - October financials
 - We are currently forecasting a positive net income of about \$1.26 million, which is \$1.15 million above budget.
 - For enrollment, we budgeted at 750 students but our final enrollment count is 770 students. This 20-student difference is a major driver of our positive revenue variance.
 - Additionally, we conservatively assumed we would not receive the AFE/AEFLA grant this year, but in fact, we did receive it. We also received one-time DC charter educator pay funding and additional private foundation grants. All of these factors have boosted our revenue forecast.
 - Our cash position excluding the long-term investments is expected to be about \$8.8 million (about 200 days of cash).
 - We have not yet baked in the additional spending on end-of-year (June) staff service awards, which will decrease the net income and cash balance.
 - Stuart asked if it is normal for the AFE grant funding to be so drastic from what we budgeted to what we received. Joel answered that it is not normal, this year we were worried that the funding wasn't going to come through due to external factors so we zeroed it out in the budget.

5. Announcements/New Business

- All board members are invited to the staff holiday party on December 13th 5:00-8:00pm

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, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of a contract, including an employment contract, if 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; **Brittany Pope** seconded. The motion passed unanimously.

- Roll call:
 - Brittany Pope – yes
 - Charlotte Baer – yes
 - Cara Sklar – yes
 - Dimelsa Zelaya – yes
 - Geovanna Izurieta – yes
 - Stuart Butler – yes
 - Jennifer Huang – yes
 - Carolina Hernandez – yes
 - Brenda Martinez – yes

- ***Charlotte Baer*** moved exit closed session; ***Stuart Butler*** seconded. *The motion passed unanimously.*
 - Roll call:
 - Brittany Pope – yes
 - Charlotte Baer – yes
 - Doris Garay – yes
 - Cara Sklar – absent for this vote
 - Dimelsa Zelaya – absent for this vote
 - Geovanna Izurieta – yes
 - Stuart Butler – yes
 - Jennifer Huang – yes
 - Carolina Hernandez – yes
 - Brenda Martinez – yes

7. Adjournment

- There were no matters to report out from the executive session, and the meeting adjourned at 7:47pm.