

Briya Public Charter School
Board of Trustees Meeting Minutes
Wednesday July 19, 2023, 6:10-7:30 p.m.

Board members present

Charlotte Baer, *Chair*
Alejandra Sandoval, *Secretary*
Bill Bletzinger, *Treasurer*
Brenda Martinez
Brittany Pope
Cara Sklar
Janessa Cobb
Jennifer Huang
Flor Buruca
Daniela Carrozza

Staff members present

Christie McKay, *Executive Director*
Joel Goering, *Director of Finance*
Stella Wang, *Board Liaison*
Judy Kittleson, *NEDP and Adult Education Manager*
Silvia Arias, *Early Childhood Manager*

Board Members Absent

Stuart Butler

1. Call to Order

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

2. Approval of Minutes

- June 14th, 2023, Briya Board Meeting Minutes
 - One amendment: the meeting came to order at 6:10pm not 1:35pm
 - **Bill Bletzinger** moved to approve the June 14th, 2023 Briya Board meeting minutes with that edit; **Daniela Carrozza** seconded. The motion passed unanimously.
 - Roll call:
 - Charlotte Baer – yes
 - Jennifer Huang – yes
 - Bill Bletzinger – yes
 - Daniela Carrozza – yes
 - Brenda Martinez – yes
 - Brittany Pope – yes
 - Cara Sklar – yes
 - Janessa Cobb – yes
 - Flor Buruca – yes
 - Alejandra Sandoval – not present for this vote

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

- Shepherd building progress
 - We are still on schedule for move in the weekend of Friday, August 11th. There will be some projects not dependent for our certificate of occupancy

that we will continue to work on. Have not been approved to fix elevator yet. Received approval for a temporary ramp for a wheelchair accessible entrance until elevator is fixed.

- We had a hard time getting access keys but just received approval yesterday to have key access to the building.
- US Top Workplaces award
 - Briya and Mary's Center received the Washington Post Top Workplaces award. We are happy to receive this recognition. There was a half-page post that was shared in the Washington Post on June 11th.
- 3. **Development Committee** – reported by Christie McKay, Executive Director
 - Mary's Center board meeting July
 - Date was changed to July 31st. The development committee and Charlotte will be attending that meeting.
 - Christie shared a fact sheet Briya created that will be shared during the Mary's Center board meeting. The sheet includes Briya outcomes.
- 4. **Academic Committee** - reported by Judy Kittleson
 - School leader evaluation
 - Academic committee will send out the materials. After each committee does their section there will be a subcommittee from each committee to finalize the salary portion.
 - Sub-committee members – one representative needed from each committee.
 - Academic committee and finance committee each have a section to fill out. The evaluation will be presented during the September board meeting. The board will vote.
- 5. **Finance Committee** - reported by Joel Goering, Finance Director
 - FY23 financial update as of May 2023
 - Numbers are close to final.
 - Projected ending cash position is about \$17.3 million which is higher than prior month projection
 - Briya applied for and received employee retention credit, which needs to be recognized in FY23. We would have preferred to have it in the new year to have more cushion.
 - Facilities project: we expected \$2 million cost at end of year and actual cost is closer to \$1.7 million. We will still use the full budgeted funds in the following months of July and August 2023.
 - Negative adjustment: hadn't included fringe benefits on end of year staff service awards.
 - Projected net income for the year is now \$1.8 million.
 - FY24 budget update
 - In the last update we did not include the additional funding we expected to receive.

- We have received more information from OSSE. We submitted an initial deliverable that OSSE is using to determine our final allocation for additional funding. We are supposed to receive that number the final week of July. We will use that to make sure we satisfy all requirements of legislation of funding.
- Funding must be used first for teachers. Each school can determine use of additional money. We will work with school staff to figure out equitable distribution of pay increases. Already gave nominal pay increases to most staff earlier this month in the original budget. Additional funding will allow us to have additional increases across the board. We are happy to be able to boost teacher and non-teacher pay.
- September board meeting will have a revised forecast for FY24, which finance committee will review in August.
- Schools do have discretion for the amount left over to make it one-time bonus vs base pay increase. We have been told funding will sustain into future years so increases are sustainable.
- MDL LLC refinance update
 - Bridges PCS, EdOps, and Briya's lawyer continue to meet periodically to discuss and prepare for the refinance. EdOps presented the timeline at our March retreat. We are developing multi-year proforma budget projections. The projections will be taken to lenders.
 - We have the opportunity to use cash reserves during refinance to pay down debt to lower debt burden in future years. This will save on operational budget in future years.
 - We are also refining the usage agreement with LLC and Bridges about rent payments, terms, etc.

6. Announcements/New Business

- Janessa shared that she attended the EC teachers showcase and it was a wonderful experience to see.
- Alejandra shared that she experienced the workshop as a CDA student which was very applicable to her. In the future she thinks Briya should invite the CDA students to attend.
- Briya had NEDP graduates this spring. Board member from PCSB attended.

7. Adjournment

- The meeting adjourned at 7:02 pm.