



BRIGHTSTAR
S C H O O L S

Bright Star Schools Board of Directors Minutes of the Regular Meeting

A meeting of the Board of Directors of Bright Star Schools was held on **Tuesday, December 12, 2023** at Stella Elementary Charter Academy and via teleconference, pursuant to notice duly given.

On the meeting agenda, the legislative body noticed each teleconference location of each member participating in the public meeting, each teleconference location was accessible to the public, members of the public were allowed to address the legislative body at each teleconference location, and the legislative body posted an agenda at each teleconference location. At least a quorum of the legislative body participated from locations within the boundaries of the local agency's jurisdiction.

In attendance at the start of the meeting were Board Members Jennifer Cole, Robin Elledge, Stephen Green, Lois Levy, and Andrew Wang.

Bright Star Schools staff in attendance were Ana Martinez, Kaitlin Allen, Kaitlin Foe, Lydia Garcia, Laura Gonzalez Reed, Ruth Kim, Darryl Garris, China Habte, May Oey, Jose Perez, Brian Perry, Elijah Sugay, Leeann Yu; as well as the board meeting compliance operators for each Bright Star campus. Mike Barr and Shilo Gorospe joined as guests of the meeting.

- 1. Call to Order and Introduction of Guests** - Board member Robin Elledge called the meeting to order at 5:06 p.m.
- 2. Public Comment Period for Non-Agenda Items** - None made.
- 3. Kaitlin Allen, Principal at Rise Kohyang Elementary School (RKES) and Ruth Kim, Principal at Rise Kohyang Middle School (RKMS):** Ruth and Kaitlin introduced themselves and shared updates on different programs that students at their schools are participating in and the positive impacts the programs have had on student daily attendance. They also talked about areas of opportunity for growth like access to additional and safe facilities for students, building community support, and social, emotional and behavioral support for BSS students.
- 4. Lead Executive Officer (LEO) Presentation:** Ana Martinez provided an update on various happenings around Bright Star from the last month, including IE retreats, recent collaborations with multiple local organizations that supported efforts around holiday related activities for students. She also shared the success of the newly re-launched communications liaisons, led by our Manager of Marketing & Communications Manager, Carmen Garcia-Shushtari, as well as opportunities for board members to participate on campuses in 2024.
- 5. FY 22-23 Audited Financial Update by Shilo Gorospe, CPA:** Shilo Gorospe from Eide Bailly provided a summary on the financial statements in the audit report for 22-23. The report fairly presents the financial position of the organization, as of June 2023. She also included an update on the adoption of the financial accounting standards board (FASB) as well as the independent auditor's report and federal and state compliance reports. Overall, there are no control deficiencies to report on the state or federal reports.
- 6. Chronic Absenteeism and Attendance Update by Marni Parsons:** Marni Parsons reported that 7/9 BSS schools are on track to meet annual target goals related to chronic absenteeism. Marni and her team are working closely with school administrators to identify challenges and supports related to absenteeism for the two schools not on track. She also provided Average



Daily Attendance (ADA) updates and trends in absenteeism across BSS.

7. **Hiring Reflections, Recruitment and Talent Update by Nicole Wellman-Noble:** Nicole Wellman-Noble reported on the takeaways on the 23-24 teacher hiring season including strategies that have been helpful in on-going recruitment efforts. She also presented on the 2024-25 recruitment, selection and hiring goals.
In terms of retention and turnover, Nicole presented data and trends for the last two years for the organization regarding retention and turnover, and shared metrics such as the average length of tenure, grade span breakdowns, mid-year resignations, exit survey data, etc. Lastly, she provided planning on next steps around retention and organization wide planning to help address some of the challenges in staff retention.
8. **Chief Business Officer Presentation:** Elijah Sugay presented on the following:
 - Financials through 10/31/2023: Elijah reported that there are currently no significant changes or variances with revenues. The expenses through October 2023 related to the addition of a few instructional roles and fees for service placement are also reflected on the dashboard.
 - Enrollment Update: Elijah presented an enrollment update by school, including comparisons between the final budget and the current budget. He also shared updates on ADA.
 - School Net Incomes: Next, he shared a net incomes update by school, including variances between final budget and forecasted budget. He also shared that there will be an extra focus on supporting the schools with a more sensitive budget to ensure they can maintain their 1% income requirement.
 - Facilities Update: Elijah presented facilities updates on BSS schools, including RKHS, RKMS, and VAES projects.
 - New Vendor Forms: Elijah introduced 3 new vendor forms for board approval. The forms included Berlin Rosen, Thirdway Solutions, and C.P.S. Contractors.
 - Look Ahead: Elijah also talked about a number of one-time funds that were issued out to BSS during the Covid-19 pandemic and that are available until September 2024. Elijah and his team will meet with school administrators to discuss ways to optimize the funds and remain financially sustainable.
9. **Chief Operations Officer Presentation:** Elijah Sugay and Leeann Yu shared that due to a recent shift in their operations procedures, LA Parks and Recreation is requesting a Master Memorandum of Agreement (MMOA) with board approval in order for BSS to continue to be allowed to rent park spaces. The board was asked for approval to authorize a request for delegated authority to Lead Executive Officer (LEO), Chief Business Officer (CBO), or Chief Operations Officer (COO) to execute the MMOA for all Bright Star Schools.
10. **Committee Reports:** Committee Chairs gave updates from their respective committee meetings and allowed members from other committees to further comment and/or ask questions.
11. **Approval of Consent Agenda** - Jennifer Cole made the motion to approve, Andrew Wang seconded the motion to approve the consent agenda:
 - **Governance**
 - Minutes from November 14, 2023 Board Meeting
 - Minutes from December 4, 2023 academic committee meeting
 - Minutes from December 8, 2023 finance committee meeting

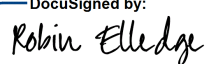


- **Finance and Facilities**
 - Financials through 10/31/2023
 - FY23 1st Interim Reports
 - 2022-2023 Audited Financials
 - New Vendor Forms - Thirway Solutions, Berlin Rosen, and C.P.S. General Contractors
- **Operations**
 - Delegated Authority to Lead Executive Officer, Chief Business Officer, or Chief Operations Officer to executive Master Memorandum of Agreement with Los Angeles Parks and Recreating for all Bright Star Schools.

Board Member	Yes	No	Abstain	Absent
Andrew Murr				x
Andrew Wang	x			
Jennifer Cole	x			
Lois Levy	x			
Louisa Wee				x
Marisol León				x
Robin Elledge	x			
Stephen Green	x			
Total	5	0	0	3
Motion Carries?	Yes			

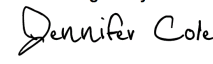
12. [Closed session]: ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to section 54956.9(d)(2): (One matter) Members of the board and ELT went into a closed session at 6:36 PM and returned at 7:44 PM.

13. Adjournment: Jennifer Cole made the motion to adjourn, Robin Elledge seconded; the meeting was adjourned at 7:45 PM.

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 Robin Elledge, Acting Board Chair

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 Lydia Garcia, Recording Secretary

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 Jennifer Cole, Board Secretary