



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, January 30, 2024** 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 was board chair Andrew Murr and board members Jennifer Cole, Robin Elledge, Stephen Green, Marisol Leon, Lois Levy, Andrew Wang, and Louisa Wee.

Bright Star Schools staff in attendance were Ana Martinez, Gene Castro, Jonathan Escobar, Kaitlin Foe, Lydia Garcia, Laura Gonzalez Reed, Darryl Garris, China Habte, Jane Han, Jaime Hernandez, Mark Jutabha, Alexandra Lee, Brian Martinez, Karen Medina, May Oey, Marni Parsons, Jose Perez, Christian Risquez, Marina Sandoval, Yadira Sanchez Martinez, Abra Shay, Elijah Sugay, Nicole Wellman-Noble, Leeann Yu; as well as the board meeting compliance operators for each Bright Star campus. Mike Barr joined as guests of the meeting.

1. **Call to Order and Introduction of Guests** - Andrew Murr called the meeting to order at 5:01 p.m.
2. **Public Comment Period for Non-Agenda Items** - None made.
3. **Jane Han, Principal at Stella Middle Charter Academy:** Jane introduced herself and shared areas of strength at SMCA, as well as opportunities for improvement. Board members engaged in questions and conversations.
4. **Lead Executive Officer (LEO) Presentation:** Ana Martinez's updated on the following topics:
 - **Listening Tour and Document Review:** Data from over 50 hours of listening tours was gathered by Onward and the ELT in order to complete a comprehensive report that outlined themes and trends across groups and a set recommendations to guide shifts moving forward. In addition, Thirdway Solutions (TWS) conducted a thorough review of BSS documents and reports which helped create a sample set of strategic "key shifts" to guide retreat planning.
 - **Board Retreat:** The retreat will focus on three key activities: values review, state of the organization, and reviewing reports. Each one had its specific objectives aimed at guiding the group towards collaboratively constructing some key necessary shifts within the organization. It has not been scheduled at this time.
 - **State of the Organization:** Ana presented on academic outcomes for ELA and Math from 2014-2015 to 2022-2023. Overall, scores have been on a steady decline over the past few years in both areas. Part of the strategic planning process will include finding the proper support for the schools that are not meeting average scores. Ana also talked about four key expenditures that have to be considered during the strategic planning process which will include core staffing, non-staffing investments, student support team reorganization, and innovations.
 - **Report Review and Retreta Outcome: Key Shifts:** Ana talked about four key organizational shifts needed to address findings from Listening Tours which revolved around the need for



additional capacity building and coaching, additional role clarity, improving quality and quantity of professional development and defining the Bright Star model.

- **Looking Ahead:** TWS has begun meeting with a Strategic Planning Working group and will also meet with ELT to continue to develop the strategic plan. They will schedule a time to meet with BSS board members individually to get their reactions and input and help answer any questions about the strategic planning process.

5. **Community Schools Program Chair Presentation:** Abra Shay's presentation summary included an introduction of her role as Community Schools Program Chair, as well as an introduction of members of her team and their overall mission. She provided a high-level overview of current major projects her team is working on and shared some of the challenges and opportunities in data collection and building strong relationships across the community to help support the strategic planning process.
6. **Chief of Staff Presentation:** Kaitlin Foe provided a summary of i-Ready Diagnostic 2 (D2) assessment of i-Ready data for all students including updates on typical growth and stretch growth goals and outcomes in reading and math by grade level. She also presented on the LCAP mid-year report, which is a new, post-covid requirement from CDE and the BSS board must be updated prior to February 28, 2024. Kaitlin shared that the measures and outcomes were reviewed with the Academic Committee and the expenditures related to the actions were reviewed with the Finance Committee. Lastly, she shared updates on next steps on preparing the 24-25 LCAP, as well as revisions to the LCAP process for 25-26.
7. **Chief Business Officer Presentation:** Elijah Sugay presented on the following:
 - **Financials through 12/31/2023:** Elijah reported that there are currently no significant changes with revenues at this time. He also shared that a combination of different activities like the addition of a few instructional roles, fee for service placement, outsourced Special Education, etc., contributed to additional expenses. Even though some of the additional costs have exceeded our budget, BSS will continue to provide extensive service support for students with special needs, highlighting the organization's dedication to ensure all students have access to the tools and services necessary to succeed in our schools.
 - **Enrollment Update:** Elijah presented an enrollment update by school, including comparisons between the final budget and the current budget. Overall, five out of nine schools are at or above enrollment counts from the approved budget. Elijah mentioned that future forecast reports will be updated to show positive enrollment projections and 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.
 - **Facilities Update:** Elijah presented facilities updates on BSS schools, including RKHS, RKMS, and VAES projects.
 - **Approval Thresholds:** Elijah reported that the approvals threshold has been updated to reflect the current Annual Bid Threshold adjustment released by CDE for contracts for goods and services that went into effect January 1, 2024. BSS will revise the threshold approval language to incorporate the annual inflation adjustments year over year to ensure alignment with CDE guidelines.
8. **Vice President of Information Technology Presentation:** Jaime Hernandez and Leeann Yu introduced three E-Rate bids for internet approval across all schools, highlighting a preference for TPX, the vendor that BSS has worked with for the past two years. In addition, they also shared a comparison of two bids for category 2- internet infrastructure, highlighting a preference for the company Nationwide Network professionals. Leeann also introduced two bids for a sound system



project for the SMCA gym, which highlighted a preference for NPC, a vendor that BSS has previously worked with.

9. **Chief Operations Officer Presentation:** Leeann Yu shared updates on the following:
 - **BSS Conflict of Interest Policy Changes:** The BSS conflict of interest code changes that were submitted last year, which included the addition of five positions and one title change, were recently approved by the Los Angeles Board of Supervisors and BSS was notified in December 2023. As a best practice, it is recommended for the board to adopt the changes.
 - **Travel Policy:** Current per diem business travel policy will include rate guidelines for hotels, transportation, and per diem. The per diem rates will be increased in order to match the rates that the Government Services Administration (GSA) has recommended.
 - **2024-2025 Academic Calendar Updates:** Leeann gave an overview of the BSS 2024-2025 Academic Calendar including challenges in creating a calendar that took into consideration the feedback from school-based staff and the needs of students. She also shared where the changes and feedback from the Academic Committee and Governance Committee were implemented in the final version that is being recommended for approval.

10. **Vice President of Data Management Presentation:** Jonathan Escobar talked about the School Accountability Report Cards (SARCs) for all BSS schools and indicated that they are required to be completed and approved by February 1. He also provided an update on the reclassification process of redesignating a student from English Learner (EL) to Fluent English Proficient (RFEP) and shared that the BSS EL Master Plan now includes the approaching grade level performance expectation to align with LAUSD reclassification criteria.

11. **Compliance Updates by Lydia Garcia:** Lydia Garcia provided updates on upcoming compliance related deadlines which included the following: LAUSD oversight visits, SPSA, Community School Needs Assessments & Reporting, LCAP, SECA Charter Renewal, and VAHS WASC Accreditation.

12. **Committee Reports:** Committee Chairs gave updates from their respective committee meetings and allowed members from other committees to further comment and/or ask questions.

13. **Approval of Consent Agenda -** Lois Levy made the motion to approve, Marisol Leon seconded the motion to approve the consent agenda:
 - **Governance**
 - Minutes from BSS board meeting on December 12, 2023
 - Minutes from BSS special board meeting on December 13, 2023
 - Minutes from BSS special board meeting on January 12, 2024
 - Minutes from BSS special board meeting on January 23, 2024
 - Minutes from Academic Committee meeting on January 22, 2024
 - Minutes from Governance Committee meeting on January 24, 2024
 - Minutes from Finance Committee meeting on January 25, 2024

 - **Finance and Facilities**
 - Financials through 12/31/2023
 - 2nd Quarter Financial Statements (October 203 - December 2023)2nd Interim Report
 - E-Rate Bids
 - Procurement Approval Thresholds
 - SMCA MPR Sound System Bids



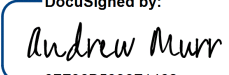
- **Operations**
 - BSS Conflict of Interest Policy Changes
 - 2024-2025 Academic Calendar
 - Travel Policy

- **Compliance**
 - School Accountability Report Cards for Rise Kohyang ES, Rise Kohyang MS, Rise Kohyang HS, Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy ES, Valor MS, Valor Academy HS
 - Revised English Learner Master Plan

Board Member	Yes	No	Abstain	Absent
Andrew Murr	x			
Andrew Wang	x			
Jennifer Cole				X Not present at time of vote
Lois Levy	x			
Louisa Wee	x			
Marisol León	x			
Robin Elledge	x			
Stephen Green	x			
Total	7	0	0	0
Motion Carries?	Yes			

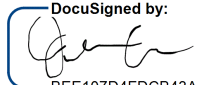
14. [Closed session]: ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to section 54956.9(d)(2): (One matter) Members of the board and ELT did not go into a closed session.

15. Adjournment: Andrew Murr made the motion to adjourn, Lois Levy seconded; the meeting was adjourned at 6:39 PM.

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 Andrew Murr, Board Chair

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 Lydia Garcia, Recording Secretary

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 Jennifer Cole, Board Secretary