



BRIGHTSTAR
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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, April 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 León, Lois Levy, Jason Rudolph, Andrew Wang.

Bright Star Schools staff in attendance were Ana Martinez, Liliana Bustos, Kaitlin Foe, Lydia Garcia, China Habte, Aaron Hernandez, Jaime Hernandez, Eliza KimLy, Olivia Martinez, May Oey, Marni Parsons, Spencer Szabo, Elijah Sugay, Nicole Wellman-Noble, Sebastian Valdes. Mike Barr also joined as guests of the meeting.

1. **Call to Order and Introduction of Guests** - Andrew Murr called the meeting to order at 5:04 p.m.
2. **Public Comment Period for Non-Agenda Items** - None made.
3. **Addition of Jason Rudolph as member of the BSS Governance Committee (GC) and BSS Board by Ana Martinez, Lead Executive Officer:** Ana Martinez introduced all items on the consent agenda, stating they would be presented for approval during the meeting. Andrew Murr requested to remove the approval of Jason Rudolph from the consent agenda for a separate vote. Andrew Murr made the motion to approve the addition of Jason Rudolph as a member of the BSS Governance Committee and the Board, which was seconded by Jen Cole and Lois Levy. The motion passed with a vote from the board members as follows:

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			



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Stephen Green	x			
Total	7	0	0	1
Motion Carries?	Yes			

- 4. Lead Executive Officer Presentation by Ana Martinez:** Ana Martinez introduced Liliana Bustos, the new Chief Instructional Officer. In her introduction to the BSS Board, Liliana Bustos, the new Chief Instructional Officer, highlighted her professional and educational background, family life, and values that resonate with BSS's mission for students. She outlined her immediate focus during the last two weeks on strategy, team structure, hiring, implementing a coaching model, conducting curriculum audits, and fostering relationships through team meet-and-greets, school visits, and one-on-one sessions with principals. Ana Martinez presented financial updates, noting the impact of one-time funds on staffing decisions and organizational enhancements. She mentioned collaboration between ELT and ILT on a longer-term strategy, including summer leadership training and departmental alignment. Additionally, Ana shared updates on positions, cost, savings, and a new bonus structure. Ongoing efforts around strategic planning include defining the student experience, refining systems, and developing an administrative model. Further updates on strategic planning will be provided in upcoming meetings.
- 5. Recommendation to task the Governance Committee (GC) to act as Disciplinary Panel by Ana Martinez, Lead Executive Officer:** Ana Martinez shared that the Governance Committee, whenever needed, would serve as the Disciplinary Panel for Expulsion Hearings. In cases where there is a shortage of GC members, other board members will be invited to participate in expulsion hearings.
- 6. School Support Update:** Dr. Eliza KimLy presented an initiative tailored to enhance Rise Kohyang Middle School's (RKMS) performance across state benchmarks, unveiling a comprehensive tier 2 plan. This plan encompasses a multifaceted approach aimed at bolstering RKMS's academic outcomes by the close of 2024. Among the pivotal strategies outlined are the implementation of the iReady CAASPP Exam, alongside specialized SBAC Bootcamp sessions delivered by both Language Arts and Math educators. Additionally, collaborative co-teaching endeavors, ELPAC bootcamps, and resource lab initiatives, spearheaded by various school administrators, constitute integral components of this comprehensive intervention framework.
- 7. Curriculum Update:** Liliana Bustos provided an overview of the common curriculum and provided a timeline for upcoming adoption on behalf of Jennifer Simmons. She highlighted the positive impacts that the common curriculum has had across all schools in the organization. It provides structured daily plans, ensuring comprehensive coverage of material while fostering better understanding for both teachers and students. It promotes fairness by assessing all students equally and streamlines lesson planning, reducing teacher burnout and enhancing retention. Additionally, it establishes clear goals for assessing student progress and supports ongoing professional development. Liliana also provided an overview of the types of curriculum that is used in the areas of ELA and Math by grade level span across all Bright Star Schools. When new materials need to be adopted, a very inclusive process is used so that teachers have a strong voice in the decisions that are made. Lastly, she highlighted some of the recommendations
- 8. Chief Business Officer Presentation:** Elijah Sugay provided an overview of the following:



BSS Monthly Financials, including the Income Statement, Balance Sheet, cashflow forecast, and Budget/Forecast-to-Actuals for February 29th, 2024: Elijah provided an overview of the financial status. He mentioned that the revenue increase was primarily due to a slight decrease in enrollment, which was balanced by a two percent rise in attendance and interest income from Sweeps Accounts. Regarding expenses, Elijah noted a decrease in costs related to salaries and benefits, with benefits being three percent lower than anticipated. He also highlighted that various activities, such as the addition of instructional roles, fee-for-service placement, and outsourced Special Education, led to additional expenses. However, he emphasized that despite these factors, BSS remains in a financially stable position.

Enrollment Update: Elijah presented an enrollment update by school, including comparisons between the final budget and the current budget. Overall, six out of nine schools are below board approved budget; However, Elijah indicated that the Average Daily Attendance (ADA) exceeded expectations, significantly impacting the budget positively by over \$1MM.

School Net Incomes: Next, he shared a net incomes update by school, including variances between final budget and forecasted budget. He also indicated that tighter management around outsourcing services for students with IE at RKES will be monitored closely to help the school manage how to outsource service fees.

2024-25 Budget Update: Elijah indicated that there have been no significant changes from the state budget. The estimated Cost-of-Living Adjustment (COLA) of 0.76% is still being considered. More news and updates expected to come in May.

Facilities Update: Elijah provided an overview of School facility statuses across the organization. Six out of nine schools are in either long term or permanent facilities. Stella High, Stella Elementary and Rise Kohyang Middle's leases are currently pening. His presentation also included construction updates for RKHS, RKMS, and VAES.

City National Bank Line of Credit (LOC): Elijah informed the Committee that the annual renewal CNB LOC form was included in their materials packet and requested their recommendation for approval. Additionally, he provided an update on the spending plan for the MacKenzie Scott spending plan.

9. **Vice President of Information Technology Presentation:** Jaime Hernandez provided an overview of the Chromebook Purchase Plan for 2024-2025 academic year. The plan incorporates a 10% attrition rate to account for potential losses or damages to Chromebooks throughout the year. Jaime's presentation included an examination of various vendors and the associated costs that were evaluated for the procurement process.
10. **Lafayette Remodeling Projects and Centralized Office Space Updates by Sebastian Vasldes, Vice President of Operations, and Elijah Sugay, Chief Business Officer:** Sebastian Valdes provided an overview of the 600 S. Lafayette Summer Project Plan, highlighting various construction activities aimed at improving day-to-day logistics, addressing security concerns, and enhancing the campus's aesthetics. In addition, he provided updates about efforts to secure a centralized office space for members of the School Support Team (SST). The efforts aim to help mitigate some of the overcrowding and limited space for staff at the school sites. Specifically, there is a need for a confidential and independent workspace for SST to ensure privacy for members who lack private spaces at home. By utilizing a newly centralized office space, BSS will help eliminate the need for external rentals, providing continuity in meeting spaces while alleviating space constraints at the schools. Sebastian's presentation also included a comparison of the monthly rental costs for each office space.
11. **Chief Operations Officer Presentation:** Leeann Yu provided an update on improvement plan protocol which was part of recent changes made in response due to past litigation. The changes are specific to meal breaks and rest breaks for hourly staff, including system lockouts, audits,



email reminders, and HR presentations. Ongoing efforts include reviewing schedules, policies for field trips, exploring longer breaks, streamlining processes, and manager training for the new HRIS.

12. 2023-2024 School Plan for Student Achievement by Lydia Garcia, Manager of Compliance:

Lydia provided updates on the 2023-2024 School Plan for Student Achievement. She indicated that the SPSA at BSS is in alignment with the Local Control and Accountability Plan (LCAP) to ensure comprehensive educational planning. While the LCAP spans three years at the district level, the School Action Plan (SAP) focuses on individual school sites with a one-year term. To address recent designations such as ATSI and CSI, the 2023-2024 plans were updated mid-year, integrating SAP as SPSA documents. Moving forward, in the 2024-2025 school year, we will see approved school plans at the BSS board meeting in August, with adjustments made mid-year to accommodate any new designations. In addition, Lydia provided insights into the key areas of emphasis within the SPSA's, encompassing goals targeting academic growth and chronic absenteeism, each supported by corresponding measures and multiple strategies to achieve the stated objectives.

13. Committee Reports: Committee Chairs gave updates from their respective committee meetings and allowed members from other committees to further comment and/or ask questions. Andrew Wang provided updates for the Finance Committee as Louisa Wee was not in attendance.

14. Approval of Consent Agenda - Andrew Murr called for a motion to approve the items on the consent agenda with the exception of the appointment of Jason Rudolph to join the GC and BSS board as that vote occurred earlier in the meeting; Lois Levy and Marisol León seconded the motion to approve the consent agenda:

- **Governance**
 - Minutes from BSS Board meeting on February 26, 2024
 - Minutes from BSS Special Board meeting on March 11, 2024
 - Minutes from Academic Committee meeting on April 22, 2024
 - Minutes from Governance Committee meeting on April 24, 2024
 - Minutes from Finance Committee meeting on April 25, 2024
- **Finance and Facilities**
 - BSS Monthly Financials, including the Income Statement, Balance Sheet, cash flow forecast, and Budget/Forecast-to-Actuals for February 29th, 2024
 - CNB Line of Credit
 - Chromebook Purchase Plan for 2024-2025
 - Centralized Office Lease
 - Lafayette remodeling bids
- **Compliance**
 - 2023-2024 Student Plan for Student Achievement (SPSA) for Rise Kohyang Elementary School, Rise Kohyang Middle School, Rise Kohyang High School, Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, and Valor Academy High School



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			
Jason Rudolph	x			
Total	8	0	0	1
Motion Carries?	Yes			

15. [Closed session]: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Lead Executive Officer Per the Board Chair’s request, the closed session did not take place at this meeting.

16. Adjournment: Andrew Murr called for a motion to adjourn the meeting. Robin Elledge made the motion and Jason Rudolph seconded. The meeting was adjourned at 6:57 PM.

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 Andrew Murr, Board Chair

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 Lydia Garcia, Recording Secretary