



**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, June 25, 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 Dr. Roberta Benjamin, Robin Elledge, Stephen Green, Jason Rudolph, Andrew Wang, and Louisa Wee. Board nominee Dr. Marissiko Wheaton-Greer was also in attendance.

Bright Star Schools staff in attendance were Ana Martinez, Liliana Bustos, Angelina Caleron, Elizabeth Carter, Lydia Garcia, China Habte, Dr. Eliza KimLy, Sunil Kewelramani, May Oey, Marni Parsons, Spencer Szabo, Elijah Sugay, Nicole Wellman-Noble, Sebastian Valdes, Leeann Yu. Mike Barr, Akil Manley, and Tyler Baier, and John Lemmo also joined as guests of the meeting.

- 1. Call to Order and Introduction of Guests** - Andrew Murr called the meeting to order at 5:03 p.m.
- 2. Public Comment Period for Non-Agenda Items** - None made.
- 3. Cynthia Trigueros, Principal at Rise Kohyang High School, and Jennifer Anaya, Principal at Valor Academy High School:** Both school principals introduced themselves and shared areas of strength at their schools, as well as opportunities for improvement. Board members engaged in questions and conversations.
- 4. Public Hearing for 2024-2025 Local Control and Accountability Plan (LCAP):** A public hearing was held during the BSS meeting on June 25th to allow members of the public to ask questions or to give their comments about the LCAPs for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School. The public hearing started at 5:15 p.m. No comments from the public were made. The public hearing concluded at 5:16 p.m.
- 5. Lead Executive Officer Presentation by Ana Martinez:** Ana Martinez presented the 2024-2025 Board calendar, explaining the rationale behind the meeting dates and times, and compared it with calendars of similar charter schools for approval consideration. Board member Jason Rudolph recommended that the Board membership be comprised of an odd number. Ana updated the Board on the Strategic Plan work with Thirdway Solutions through September. She updated on Andrew Murr's reassignment within the Academic Committee, outlining the decision's rationale. Additionally, Ana announced Dr. Marissiko Wheaton-Greer's official inclusion in all future BSS Board meetings. Lastly, Ana introduced the Stella Elementary Charter Academy Charter Renewal Resolution, seeking LAUSD approval for renewal from July 2025 to July 2030, with a submission timeline aiming for intake in August 2024, a public hearing in October 2024, and LAUSD's decision in November 2024, pending their approval or denial as per their discretion.



6. **Approval of the Resolution of the Board of Directors of Bright Star Schools for the submission of a renewal petition for Stella Elementary Charter Academy, naming Gene Castro as Lead Petitioner and Director/Principal, Ana L. Martinez as Chief Executive Officer, and Elijah Sugay as On-site Financial Manager.**  
 Andrew Murr called for a motion to approve the resolution. Jason Rudolph moved and Roberta Benjamin seconded the motion. The motion passed with the 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			
Stephen Green	x			
Jason Rudolph	x			
Dr. Roberta Benjamin	x			
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Motion Carries?</b>	<b>Yes</b>			

7. **Senior Vice President of Operations Presentation by Sebastian Valdes:** Sebastian provided an overview of the 2024-25 Food Service agreement as well as the 2024-25 SHCA Bus Contract highlighting key points of renewal and notable adjustments.
8. **Director of Expanded Learning Presentation by Elizabeth Carter:** Elizabeth shared that BSS will switch its ASES and ELO-P grant provider from ASAS-LA to another community-based organization (CBO) due to several concerns. She provided an overview of the providers that were considered and recommended that BSS contract with Woodcraft Rangers. Board members engaged in questions and conversations.
9. **Chief Instructional Officer Presentation by Liliana Bustos:** Liliana provided an overview of the recent Summer Teacher Acceleration Team (STAT) outcomes which included topics around celebrations, reflections and future plans. Some of the plans for next year include revision of current unit plans, developing additional units, and ensuring coherence across all content areas. She provided hiring updates for the VP of Inclusive Education (IE), SVP of Leadership



Development and Literacy and History Directors. She also talked about coaching and evaluation trainings for the admin team and provided a high level overview of multiple coaching evaluation tools that help drive teacher effectiveness.

- 10. i-Ready Data Summary Presentation prepared by Jennifer Simmons, Vice President of Curriculum and Instruction and presented by our CIO Liliana Bustos:** Liliana Bustos provided updates on the iReady 2023-2024 diagnostic assessments across BSS Elementary, Middle, and High Schools, highlighting improvements in reading and math scores for D1, D2 and D3 assessments. Elementary and Middle Schools demonstrated some improvement in reading and math. However, some elementary schools showed low results in the area of math. High Schools also saw growth but identified areas needing additional support for further progress in reading and math. Liliana also reviewed BSS iReady goals and outcomes, emphasizing supports like the Summer Teacher Acceleration Team (STAT) and multiple forward strategies aimed at assisting teachers and leaders in addressing student performance challenges. Board members engaged in questions and conversations.
- 11. Attendance and Chronic Absenteesim Summary Presentation by Marni Parsons, Senior Vice President of Student and Family Services:** Marni Parsons provided an overview of the 2023-2024 aspirational goal of 20% reduction in CA from 2023 as well as intervention goals for all Bright Star Schools. She gave an overview on the progress to goal report on chronic absenteeism for all schools across the organization and indicated that 21% of students were confirmed chronically absent. In addition, Marni reported on average daily attendance goals for the school year 2023-24 as well as year over year for all schools. The report showed tremendous growth in ADA all across the organization. Marni also presented trends in chronic absenteeism that impacted attendance this school year.
- 12. Chief Operations Officer Presentation by Leeann Yu:** Leeann Yu provided updates on the 2024-2025 Employee Handbook highlighting that it now includes protections for off-the-job use of cannabis/marijuana and aligns with the Workplace Violence Prevention Plan to ensure employee safety. It also clarifies that employees are free to discuss employment terms and engage in protected concerted activity without fear of disciplinary action. Regarding the 2024-2025 Student and Family Handbooks, Annual Notices, and Org-Wide Policies, Leeann noted updates across various policies including Attendance, Universal Meals, Special Education, Student Medication, Family Concerns Resolution, Title IX, Discipline, UCP, Non-Discrimination, Education for Homeless Children and Youth, Education for Foster and Mobile Youth, Section 504, and Youth Suicide Prevention. Additionally, updates to the Declaration of Need (DON) for Fully Qualified Educators were discussed, enabling BSS to seek emergency Cross-cultural, Language, and Academic Development (CLAD) permits and employ Limited Assignment teachers for the upcoming school year.
- 13. Chief Business Officer Presentation: BSS Monthly Financials, including the Income Statement, Balance Sheet, cashflow forecast, and Budget/Forecast-to-Actuals for April 30th, 2024 (including year end estimates):** Elijah provided an overview of the financial status. He mentioned that the revenue increase was primarily due to a more accurate LCFF and Cost of Living Adjustment (COLA) for categorical revenues that resulted in higher federal and state allocations as well as higher SB740 allocations. Regarding expenses, Elijah noted a decrease in costs related to salaries and benefits as well as lower costs in special education and subs compared to earlier projections.  
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. He also provided an overview on Average Daily Attendance (ADA) results for the school year 2023-2024.

School Net Incomes: Next, he shared a net incomes update by school, including variances between final budget and year end estimates. He also indicated that RKES experienced higher-than-anticipated costs in outsourced special education services and substitute expenses, significantly affecting its bottom line.

2024-25 Budget Update: Elijah reported updates on the Fiscal Year 2025 state budget indicating that the Cost-of-Living Adjustment (COLA) for LCFF and other programs is estimated to be at 1.07% which is higher than the 0.76% previously reported. He also shared that all current TK-12 Programs will continue to be funded. Elijah also presented updates on the preliminary budget outlook and outlined net incomes for each school with and without grant allocations. Overall, total net income for all schools, including grants, was \$861,532, which includes a BOT grant allocation for RKMS.

LAUSD Fiscal Oversight Results: Elijah reported on the recent BSS fiscal oversight scores by LAUSD. He discussed some of the issues identified during the oversight and also discussed a course of action to help correct and prevent these issues in the future.

Year End Items Recommended for Approval: Elijah presented a list of year end items that are being recommended for approval to the Board which included Consolidated Application and Reporting System (CARS), Education Protection Account (EPA), Local Control Accountability Plans (LCAPs), Prop 28 Expenditure Plans, and Panorama Education Renewal.

Facilities Update: Elijah presented facilities updates on BSS schools, including RKHS and VAES projects and updates to the Lafayette building.

14. **Compliance Updates by Lydia Garcia:** Lydia Garcia provided a high-level overview of Board member meeting attendance for the SY 23-24 and highlighted that three out of ten Board members had attendance below 75% of scheduled meetings, prompting a recommendation for a resolution to waive automatic removal requirements. She provided updates on the 23-24 Local Performance Indicators and 2024-25 Local Control Accountability Plans (LCAP) for all nine BSS schools, noting their comprehensive review and approval by school stakeholders, along with emphasis on the goals set for each school. Additionally, updates were given on resolutions concerning the relocation approval for Rise Kohyang High School, and instructional material approvals for Rise Kohyang Elementary School and Valor Academy Middle School as part of the Williams Settlement.
15. **Committee Reports:** Committee Chairs gave updates from their respective committee meetings and allowed members from other committees to further comment and/or ask questions. Dr. Roberta Benjamin provided updates for the Academic Committee as Lois Levy was not in attendance at the Board meeting. The Board thanked Board Member Andrew Wang for his service as this is his last meeting.
16. **Approval of** (individual item) 2023-24 Local Indicators for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School.  
The approval of the 2023-2024 Local Indicators was moved up on the agenda before members of the Board went into a closed session. Andrew Murr called for a motion to approve the 2023-24 Local Indicator. Stephen Green moved and Dr. Roberta Benjamin seconded the motion to approve and the votes were recorded 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			
Stephen Green	x			
Jason Rudolph	x			
Dr. Roberta Benjamin	x			
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Motion Carries?</b>	<b>Yes</b>			

**17. Approval of Consent Agenda** - The approval of the consent agenda was moved up on the agenda before members of the Board went into a closed session. Andrew Murr called for a motion to approve the items on the consent agenda. Robin Elledge moved and Jason Rudolph seconded the motion to approve the consent agenda:

#### **Governance**

- i. Minutes from BSS Board Meeting on April 30, 2024
- ii. Minutes from BSS Special Board Meeting on May 10, 2024
- iii. Minutes from Academic Committee Meeting on May 20, 2024
- iv. Minutes from BSS Special Board Meeting on May 23, 2024
- v. Minutes from Governance Committee Meeting on June 12, 2024
- vi. Minutes from Finance Committee Special Meeting on June 12, 2024
- vii. Minutes from BSS Board Special Meeting on June 13, 2024
- viii. Minutes from Governance Committee Special Meeting on June 20, 2024
- ix. Minutes from Finance Committee Meeting on June 21, 2024
- x. Minutes from Academic Committee Meeting on June 21, 2024
- xi. Academic Committee Member Reassignment
- xii. Addition of Dr. Marissiko Wheaton-Greer as member of BSS Board
- xiii. 2024-25 Board Meeting Calendar
- xiv. Resolution to Waive Removal of Board Members with Less than 75% Attendance at Board Meetings



- **Finance and Facilities**
  - i. BSS Monthly Financials, including the Income Statement, Balance Sheet, cash flow forecast, and Budget/Forecast-to-Actuals for April 30th, 2024 (includes YE Estimates)
  - ii. FY 25 Preliminary Budgets
  - iii. 2024-25 Local Control and Accountability Plans (LCAP)
  - iv. CARS (Consolidated Applications)
  - v. Education Protection Account (EPA)
  - vi. Panorama Education Renewal
  - vii. After School/ELO-P Provider
  - viii. Prop 28 Expenditure Plan
  - ix. Resolution for Non-Material Amendment for the change of location of Rise Kohyang High School
  
- **Operations**
  - i. 2024-25 Food Services Agreement
  - ii. 2024-25 SHCA Bus Contract
  - iii. 2024-25 Employee Handbook
  - iv. Approval of Updated Student Attendance Policy
  - v. Approval of Updated Title IX Policy
  - vi. Approval of Updated Discipline Policy
  - vii. Approval of Updated Family Resolution Policy
  - viii. Approval of Updated UCP Policy
  - ix. Approval of Updated Education of Homeless Children and Youth Policy
  - x. Approval of Updated Education of Foster and Mobile Youth Policy
  - xi. Approval of Updated Youth Suicide Prevention Policy
  
- **Academics**
  - i. Declaration of Need for Fully Qualified Educators
  - ii. Instructional Materials for Educators at Rise Kohyang Elementary School as part of the Williams Settlement
  - iii. Instructional Materials for Educators at Valor Academy Middle School as part of the Williams Settlement
  
- **Compliance**
  - i. 2024-25 Student and Family Handbooks, Annual Notices & Org-Wide Policies for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School
  - ii. 2024-25 Local Control and Accountability Plan (LCAP) for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School

Board Member	Yes	No	Abstain	Absent
Andrew Murr	x			


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Andrew Wang	x			
Jennifer Cole				x
Lois Levy				x
Louisa Wee	x			
Marisol León				x
Robin Elledge	x			
Stephen Green	x			
Jason Rudolph	x			
Dr. Roberta Benjamin	x			
<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Motion Carries?</b>	<b>Yes</b>			

**18. [Closed Session]:** CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Gov. Code section 54956.9(D)(2).) (1 matter). Closed session started at 7:15pm and ended at 8:15pm with no actions to report out of the closed session.

**19. [Closed session]:** PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Closed session started at 8:15pm and ended at 9:40pm. Andrew Murr reported a recommendation of Salary of \$273,000 for FY 24-25 and a stipend of \$60,000 for FY 23-24 for Ana L. Martinez.

- a. Andrew Murr called for a motion to approve the recommendation. Jason Rudolph moved and Roberta seconded the motion. The votes were recorded 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			
Jason Rudolph	x			
Dr. Roberta Benjamin	x			
Dr. Marissiko Wheaton-Green	x			
<b>Total</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Motion Carries?</b>	<b>Yes</b>			

**20. Adjournment:** Andrew Murr called for a motion to adjourn the meeting. Andrew Wang moved and Robin Elledge seconded the motion. The meeting was adjourned at 9:43 p.m.

DocuSigned by:

*Andrew Murr*

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Andrew Murr, Board Chair

DocuSigned by:

*Lydia Garcia*

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Lydia Garcia, Recording Secretary