



Bright Star Schools Board of Directors Minutes of the Regular Meeting

A meeting of the Board of Directors at Bright Star Schools was held on Tuesday, August 8, 2023 at Stella Elementary Charter Academy, 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 were Board Chair Andrew Murr and Board Members Lois Levy, Manny Aceves, Robin Elledge, Louisa Wee, Stephen Green, Marisol Leon, and Andrew Wang.

Bright Star Schools staff in attendance were Ana Martinez, Elijah Sugay, Leeann Yu, Kaitlin Foe, and Laura Gonzalez Reed.

Also in attendance was guest of the meeting Mike Barr.

1. **Call to Order and Introduction of Guests** - Board Chair, Andrew Murr, called the meeting to order at 5:12 p.m.
2. **Public Comment Period for Non-Agenda Items** - None made.
3. **Executive Director Presentation:** Ana Martinez kicked off the meeting by sharing happenings around BSS, including a recap of the new staff and all staff professional development days, the 20th anniversary celebration, and participation in advocacy groups. She also gave summaries of the following topics:
 - **Presentation of CAASPP Scores:** Ana shared graphs displaying the change between 21-22 and 22-23 by grade level in both ELA and Math
 - **Review of Oversight Scores from 2022-23:** Ana reviewed the scores for all schools in each of the four subjects - Governance, Academic Achievement, Operations, Fiscal Operations. She then showed academic and fiscal operations scores compared over time since 2019. Board members probed for questions.
 - **Review of Instructional Materials for VAMS, RKES as part of the Williams Settlement requirements:** Ana shared background on the Williams Settlement and the steps we need to take to process for VAMS and RKES.
 - **Updated Charter Petition Renewal Periods:** Ana presented information regarding the updated charter petition renewal periods due the charter renewal relief



received in June. She presented current charter terms, the year each school will submit for renewal, and the official data that will be used in each.

- Declaration of Need Update: Ana reiterated the rationale for the Declaration of Need.

4. Chief Business Officer Presentation

- 2022-23 Draft Unaudited Financial Statements for each school and as an organization, as well as the changes in revenues and expenses since the March financials. Elijah shared the Bright Star Schools Monthly Financials including the income statement, balance sheet, cash flow forecast, and budget-to-actuals.
- ASC 842 Lease Accounting Standards: Elijah shared how the accounting standard codification requires all entities to record leases to the balance sheet, so that there is an increased transparency in liabilities resulting from leases and reduce off-balance sheet activities.
- FY24 Budget recap: Next, Elijah gave an update on where we are currently in the budgeting timeline.
- FY24 State Budget updates: Elijah shared there were no significant changes since the May revise and budget adoption, as well as updates on the BSS budget assumptions and employee retention tax credit.
- Enrollment update: Elijah gave broad updates regarding enrollment across the org before showing specific updates to budgeted versus actual enrollment numbers for each school and across the organization.
- City National Bank Sweep Accounts: Lastly, Elijah presented the benefits of opening a short-term investment account for BOT and Sweeps Accounts for all 9 schools. Elijah also asked for a recommendation of approval to open two new bank accounts for 15526 Plummer LLC and RKMS Prop51 projects. An Officer Authorization Form to add Ana Martinez was included in the board materials, alongside a resolution for check-signers by position.
- Facilities updates: Elijah gave three updates on facilities, including:
 - VAES Plummer
 - RKHS Prop 51
 - RKMS Prop 51

5. Chief Operations Officer Presentation

- 23-24 instructional minutes: Leeann shared the minutes for each school and compared to the minimum requirements.
- Lunch Server Salary Scale: Lastly, she shared that six of the nine schools would be adding 1-2 lunch servers due to change in nutrition vendor agreement. BSS is implementing scale for equity and consistency.

6. **Committee Reports**: Lois Levy and Stephen Green shared reviews of the most recent academic and finance committee meeting. Board members additionally spoke about a board meeting retreat.



7. **Approval of Consent Agenda** - Andrew Wang made the motion to approve, Lois Levy seconded the motion.

- **Approval of Consent Agenda**

- **Governance**

- Minutes from June 2023 Board Meetings
- Minutes from July Academic Committee Meeting
- Minutes from August Finance Committee Meeting

- **Finance**

- 2022-2023 Unaudited Actuals
- Approval to open checking accounts for Plummer LLC and RKMS Prop 51
- Approval to open short-term investment account for BOT/Sweeps Account
- Resolution for check-signers by position
- Officer Authorization form to add Ana Martinez

- **Operations**

- Lunch Server Salary Scale

- **Academics**

- Declaration of Need for Fully Qualified Educators
- Instructional Materials for Educators at Valor Academy Middle School as part of the Williams Settlement
- Instructional Materials for Educators at Rise Kohyang Elementary School as part of the Williams Settlement
- 2023-24 Instructional Minutes

Board Member	Yes	No	Abstain	Absent
Andrew Murr	x			
Andrew Wang	x			
Jennifer Cole				x
Lois Levy	x			
Louisa Wee	x			
Manny Aceves	x			
Marisol León	x			
Robin Elledge			x	



Stephen Green			x	
Total	6	0	2	1
Motion Carries?	Yes			

8. **Adjournment: Lois**, Andrew Murr adjourned the meeting at 6:40 p.m.

DocuSigned by:
Andrew Murr
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Andrew Murr, Board Chair

DocuSigned by:
Laura Reed
73F91BE1C8E5442...
Laura Gonzalez Reed, Acting
Recording Secretary

DocuSigned by:
Jennifer Cole
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Jennifer Cole, Board Secretary