



**REGULAR MEETING OF THE FINANCE COMMITTEE
OF THE BOARD OF DIRECTORS
OF BRIGHT STAR SCHOOLS**

Teleconference

Thursday, December 5, 2019, 8:00 a.m.

By Video/Phone – Teleconference

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/4922321200>

Join Zoom Meeting
<https://zoom.us/j/9517276130>

One tap mobile
+16699006833,,9517276130# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 951 727 6130

Board Members Attending Via Teleconference:

Stephen Green
323-954-9957x1104

David Valentine
323-954-9957x1113

Andrew Wang
323-954-9957x1114

Louisa Wee
323-954-9957x1115

INSTRUCTIONS FOR PRESENTATION TO THE BOARD BY MEMBERS OF THE PUBLIC

Bright Star Schools welcomes your participation at the Organization's Board meetings. The purpose of a public meeting of the Board of Directors is to conduct the affairs of the Organization in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our schools. To assist you in speaking at / participating in our meetings, the following process will be adhered to:

- 1) Agendas are attached to this notice and available to all audience members at the meeting.
- 2) Speaker Cards are available to all audience members who wish to speak either to an agenda item or a non-agenda item.
 - i. Non-Agenda Items: Any person may address the Board concerning any item not on the agenda provided that no individual presentation shall be for more than three minutes and the total time for this purpose shall not exceed fifteen minutes. Ordinarily, Board members will not respond to such presentations and no action can be taken as the Board is allowed to take action only on items on the agenda. However, the Board may give direction to staff following a presentation or calendar the issue for future discussion. Individuals may also request that a topic related to school business be placed on a future agenda and once such an item is properly placed on the agenda and publicly noticed, the Board can discuss, respond, and possibly act upon such an item. See attached Request to Speak card for more information.
 - ii. Agenda Items: Any person may address the Board concerning any item on the agenda provided that no individual presentation shall be for more than three minutes and the total time for this purpose shall not exceed fifteen minutes per item. The Board Chair may extend time for public comment at his/her discretion. The presentation to the Board shall be made at the time a specific item is under discussion, or before the Board takes any action. See attached Request to Speak card for more information.
- 3) The time required to translate Spanish-to-English or English-to-Spanish will not count against the three-minute limit. The Board will provide Spanish language translation. Time will not be allotted for alternative translation from the attendees.
- 4) Members of the public who attend the meeting shall be respectful of the Board's process and shall follow the instructions of the Board Chair.
 - i. Security officers and/or school police may be present at the meeting for the purpose of ensuring that disorderly or disruptive behavior does not occur.
 - ii. Persons who engage in acts disruptive to the meeting (i.e., speaking when not recognized by the Board Chair or failing to follow the rules of the meeting as established by the Board Chair) may be given a verbal warning.
 - iii. A second disruptive act may result in the disruptive person being asked to remove himself/herself from the meeting.
 - iv. A third disruptive act may result in the disruptive person being escorted out of the meeting by security officers.
 - v. If the meeting is repeatedly disrupted the Board Chair may, at his/her discretion, clear the meeting room and continue with discussion of items that are on the published agenda.
- 5) In compliance with the Americans with Disabilities Act (ADA) and upon request, the Organization may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Board Liaison, Laura Gonzalez Reed at lreed@brightstarschools.org.

AGENDA OF THE MEETING
12/5/2019

General Session

- 1. Call Meeting to Order + Introduction of Visitors / Guests**
- 2. Public Comment Period (for items not on the agenda)**
- 3. Finance and Facilities Presentation**
- 4. 2018-19 Audit Presentation**
- 5. Recommendations for approval of (consent agenda):**
 - a. BSS financials through October 31, 2019, including: Balance Sheet, Statement of Activity (P&L), Cash Flow Projections, Budget v. Actual
 - b. Review of 2018-19 Final Draft of the Audited Financials
 - c. Authorization of CBO or ED to execute SECA lease agreement for St. Bernadette (3825 Don Felipe Dr.), with ability to make non-material changes under advisement of legal counsel
 - d. Authorization of ED, CBO, or designee to sign all documents related to Prop 51 projects, on behalf of RKHS and RKMS
 - e. Authorization of CBO or ED to execute due diligence contracts related to all Prop 51 projects
 - f. Selection of architect for RKMS Prop 51 project
- 6. Adjourn Meeting**

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that special presentations not mentioned in the agenda may be made at this meeting.

However, any such presentations will be for information only.

**BRIGHT STAR SCHOOLS
BOARD OF DIRECTORS MEETING**

NON-AGENDA ITEM: REQUEST TO SPEAK CARD

Instructions for Presentation to the Board by Parents and other Members of the Public at this Meeting

NON-AGENDA ITEMS

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Prior to the opening of the meeting, this card should be completed and given to the Secretary of the Board.

I wish to speak to the Board on a matter that is not on the Board's agenda.

Name of Speaker: _____

Subject I wish to address: _____

Speaker's Address: _____

**BRIGHT STAR SCHOOLS
BOARD OF DIRECTORS MEETING**

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I wish to speak to the Board on the following agenda item: _____

Name of Speaker: _____

Speaker's Address: _____