

# Brillante Academy Network

Board of Directors Meeting

Minutes

June 17, 2023

Agenda	Discussion	Action	
Welcome and Call to Order	Dan West (President/Chairman of the Board)	Meeting called to order by Dan West- Brillante Board Chair at 11:38 am.	
	John Escamilla (Board Member)		Present
	Maggie Barreiro (Board Member)		Present via Zoom
	Victor Saenz (Board Member)		Present
	Alfredo Villalobos (Board Member)		Present via Zoom
	Aaron Brenner (Superintendent)		Present
	Ana Karen Salinas (Principal)		Present
	Dulce Salinas (Parent Engagement and Student Recruitment Manager)		Absent
Katie Hernandez Akers (Director of Talent)	Present via Zoom		
Janis De Luna (Director of Operations; Acting Secretary)	Present		

	<p>Stephanie Saroki (Seton Representative)          Roberta Yildiz (Book Report Representative)</p>	<p>Present via Zoom          Absent</p>	
<p>Review &amp; Approval of Minutes</p>	<p>Quorum Met</p>	<p>Yes</p>	<p>Minutes reviewed by board members. Minutes from June 17, 2023 were revisited and approved. An error was noted and corrected, "Mr. Brenner shared that we are at 61% <b>higher</b>" was changed to hired.</p>
<p>Reading of Brillante Mission</p>	<p><b>Our Mission:</b> <i>Brillante Academy, a dual language school in the classical tradition, helps students to grow intellectually, socially and physically into young men and women of good character and spirit, and to be prepared for excellence in high school, college and beyond.</i></p> <p><b>Our Root Beliefs:</b> Every child possesses inherent dignity &amp; infinite potential. Parents are the first educators. Learning and excelling in two languages (English and Spanish) builds bridges, opens doors, and strengthens minds. Truth, Goodness and Beauty cultivate the mind, body, and spirit of every child.</p> <p><b>Our Core Virtues:</b> At Brillante Academy we know that good character equals happiness that lasts across our school community; we commit to teaching and living the following virtues: Wisdom, Courage, Self-Control, and Justice.</p> <p><b>Our Goals:</b> Our goal is for Brillante students to lead lives of excellence, virtue, purpose and impact. We will accomplish this through the best instructional practices we have tested across the country: A longer school day and year, technology-based blended learning to deliver individualized instruction, a dual language immersion program, with intensive support and coaching of teachers and combining this with a robust character education program, centered around four core virtues. By setting high expectations for our students, they will grow in character and virtues every day.</p>		
	<p>Read by Mr. Alfredo Villalobos.</p>		

Alfredo Villalobos motioned to approve minutes and John Escamilla seconded. All were in favor.

<p>Ms. Dulce Salinas (Mr. Aaron Brenner spoke on her behalf) (Parent Engagement Manager/Student Recruiter)</p>	<ul style="list-style-type: none"> <li>• Pre-Kinder 3 seat acceptance-57 students</li> <li>• Pre-kinder 4 seat acceptance-96 students</li> <li>• Kinder:53 students have accepted their seats</li> <li>• 1<sup>st</sup> grade: 44 students have accepted their seats</li> </ul> <p><b>Ideas to help with recruitment:</b> Allowing the community to know that Brillante now offers PK3 will also encourage some parents with multiple-age children to enroll their children at Brillante. The team is currently using social media to push enrollment prior to August 14, 2023.</p>	
<p>Ms. Ana Karen Salinas (Founding Principal)</p>	<p><b>Spring Training Sessions:</b></p> <ul style="list-style-type: none"> <li>• April 21<sup>st</sup>- half day program-mClass coaching session; dibels testing for BOY, MOY, and EOY</li> <li>• May 6<sup>th</sup> - whole day-Wit and Wisdom Part I-literacy study</li> <li>• May 20<sup>th</sup>- whole day-Wit and Wisdom Part II-literacy study continued</li> </ul> <p><b>Summer Training Sessions:</b></p> <ul style="list-style-type: none"> <li>• June 20<sup>th</sup>-Eureka Math (K-1<sup>st</sup>)</li> <li>• June 21<sup>st</sup>-PhD Science (K-1<sup>st</sup>)</li> <li>• July 14<sup>th</sup>-AppleTree for PK teachers only</li> </ul> <p><b>Fall Training Sessions:</b></p> <ul style="list-style-type: none"> <li>• August 2<sup>nd</sup>-Estrellita-All teachers</li> </ul>	
<p>Janis De Luna (Director of Operations and Acting Secretary)</p>	<ul style="list-style-type: none"> <li>• Ms. Janis shared the top companies for security contracts: Bolt and D2T</li> </ul>	<p><b>Input from the Board:</b></p> <p>Ms. Maggie Barreiro asked what the protocol would be if a parent had two children of differing ages that needed to be enrolled. It was decided that both children could enroll in one visit to accommodate the parent.</p>

**Bolt Security and D2T:**

Security Company	Mission Statement	Service Fees
Bolt Security		<b>Armed Rate-</b> \$27.00/hour <b>Unarmed-</b> \$17.00/hour <b>Holiday Rate-</b> Time and one half
D2T		<b>Armed Rate-</b> \$16.00/hour <b>Unarmed-</b> \$14.00/hour <b>Holiday Rate-</b> Time and one half

- The top IT companies were discussed for future contracts: EduTEKS and CTS

IT Company	Service Fees
EduTEKS	\$1,500 initial fee plus \$4,500 monthly
CTS	\$11,034.00 plus \$5,534.00 monthly

- The plan for Registration Week was discussed. This shall begin on June 26-30 with a make-up day on July 5<sup>th</sup>. Time will be set for two sessions. Session one will be from 8:00 am to 12:00 pm and session two will be from 3:00 pm to 6:00 pm.

Ms. Katie Akers  
(represented by  
Aaron Brenner)

Due to recent resignations and the addition of Pre-K3, we are 59% hired. Strong pools have been established for all open roles and are on-track to be fully staffed by the start of Brilliante Staff Onboarding on July 31st, if not sooner.

- Teaching Assistant hiring was intentionally set for June and to enable us to offer an alternative position to strong, mission-aligned teaching candidates with less experience.
- The first-grade Spanish Teacher position as well as the Special Education Coordinator position are open again due to resignations.

Hiring Goal for 2023-2024 School Year			
Role	Headcount	# of Hires	% Hired
<b>Total</b>	<b>22</b>	<b>13</b>	<b>59%</b>
<i>Dean of Instruction</i>	1	1	100%
<i>PEIMS &amp; Data Manager</i>	1	1	100%
<i>Operations Associate</i>	1	0	0%
<i>Part-Time Nurse</i>	1	0	0%
<i>Special Ed Coordinator</i>	1	0	0%
<i>Pre-K3</i>	2	2	100%
<i>Pre-K3 Teaching Assistant</i>	2	0	0%
<i>Pre-K4</i>	4	4	100%
<i>Pre-K4 Teaching Assistant</i>	4	1	25%
<i>Kinder</i>	3	3	100%
<i>1st Grade</i>	2	1	50%

- Seton has hired a Director, as well as El Camino and Seton Teaching Fellows to lead the El Camino program and coach the Seton Teaching Fellows.

Board Input:  
Chairman Dan West questioned whether we had teachers that were currently being looked at to be hired, if needed.  
Ms. Katie let the team know that through interviews, many teachers were good prospects that Brilliante could revisit.

	<p align="center">**Closed Session**</p>	
<p>Facility Committee</p>	<p>Mr. Aaron Brenner and Mr. Alfredo Villalobos discussed that as the weeks draw closer to the opening of the first day of school, more visits would be done to ensure that the structures on the property are following the proper timeline and completion. The main office and the Fellows' home is 95% completed. A quick walkthrough was previously done on the property prior to the meeting.</p>	
<p>Finance Committee</p>	<ul style="list-style-type: none"> <li>• The Budget to Actual was reviewed and discussed</li> <li>• Review and Approval of FY24 Brillante Budget</li> </ul>	<p>Alfredo Villalobos motioned to approve the budget. Ms. Maggie Barreiro seconded. All are in favor.</p>
<p>Fundraising Update</p>	<ul style="list-style-type: none"> <li>• Seton has a strong relationship with the Calder Foundation</li> <li>• Calder committed to \$600,000 over three years</li> <li>• NSVF-the Brillante team and Board Member Victor Saenz created a presentation for NSVF sharing the vision and mission of Brillante</li> <li>• Brillante will be the first school in the RGV to be in NSVF's portfolio</li> </ul>	<p><b>Board Input:</b>  Ms. Maggie inquired as to the procedure/protocol for guests to make donations to Brillante. Mr. Dan West shared that opportunity exists on our webpage, should someone wish to contribute. Mr. Aaron Brenner also welcomed her to introduce any guests to him for next steps.</p>

<p>Legal Committee Report</p>	<ul style="list-style-type: none"> <li>• Discussion and Approval of CMO Agreement</li> <li>• Discussion and Approval of Lease Agreement, pending the adjustment of the agreement to reflect the scope of work, per the Brillante Board's request.</li> <li>• Discussion and Approval of Tenant Resolution</li> <li>• Review of Summer Timeline</li> </ul>	<p>Ms. Maggie motioned to approve. Mr. John Escamilla seconded. All were in favor.</p>
<p>Milestones</p>	<ul style="list-style-type: none"> <li>• Voting was done in regards to the competing security companies, Bolt and D2T (D2T was selected)</li> <li>• Voting was done in regards to the competing IT companies, EduTEKS and CTS (EduTEKS was selected)</li> <li>• October 12 is the proposed date for inviting guests that have contributed to Brillante for a ribbon cutting. It is also a proposed Board meeting.</li> </ul>	<p>Ms. Maggie Barreiro motioned to go with D2T. Alfredo seconded. All were in favor. Mr. John Escamilla motioned to go with EduTeks and Alfredo Villalobos seconded. All were in favor.</p>
<p>Board Updates</p>	<p>Meeting was adjourned at 2:34 pm.</p>	<p>Board Member Maggie Barreiro motioned to adjourn meeting. Mr. Alfredo Villalobos seconded, and the meeting was adjourned at 2:34 pm. All Board members agreed to adjourn.</p>
<p>Meeting Adjourned</p>	<p>Meeting was adjourned at 2:34 pm.</p>	<p>All Board members agreed to adjourn.</p>

