



## Board of Directors Meeting

Minutes for the date of August 1, 2024 – 3:00 pm CST

Agenda	Discussion	Action
Welcome and Call to Order	<ul style="list-style-type: none"> <li>● Board Members: Alfredo Villalobos, Maggie Barreiro, and Luciana Hampilos were physically present. Dan West and Victor Saenz were present via Zoom.</li> <li>● Book Report Leadership and Trevor Sorensen were present via Zoom.</li> <li>● Brillante representatives: Aaron Brenner was present to help facilitate the meeting and introduce Brillante teammates for specific sections.</li> </ul>	Meeting called to order by Dan West, Brillante Board Chair at 3:03pm
Attendance and Quorum	<ul style="list-style-type: none"> <li>● Quorum was met with all board members present.</li> </ul>	
Review & Approval of June 7, 2024 minutes	<ul style="list-style-type: none"> <li>● The minutes from June 7, 2024, were reviewed and approved by all present board members.</li> </ul>	Ms. Barreiro motioned to approve the minutes. Mr. Villlobos seconded. The minutes were unanimously approved.
Reading of Brillante Mission	<ul style="list-style-type: none"> <li>● Ms. Luciana Hampilos read the Brillante mission, values, and goals.</li> </ul>	
Public Comments	<ul style="list-style-type: none"> <li>● No public comments were made.</li> </ul>	
Facility, Safety & Security	<ul style="list-style-type: none"> <li>● Mr. Brenner updated the board on the renovations occurring on the campus. He began with the barn renovations and how the space will be used for Estrellita</li> </ul>	Mr. Villalobos asked Mr. Brenner to follow up on the warranty with Ares or Bryce.

	<p>childcare as well as staff offices. He also addressed the warehouse cleanup project and how students and staff will occupy the space during the school day.</p> <ul style="list-style-type: none"><li>● Mr. Brenner updated the board on the safety grant and will extend the engagement with JJ. Parking and asphalt will be repaired, as will safety locks. Mr. Brenner also said that storage will be added in the warehouse and the warehouse will be cleaned in the first quarter. Mr. Brenner stated that Bryce will check off and make certain the building and projects are completed correctly and thoroughly.</li></ul>	<p>Mr. Villalobos asked about the lease and how the relationship with Estrellita and Seton works.</p> <p>Ms. Barreiro inquired about the space and how it will be utilized and what other options were being explored.</p> <p>Mr. Villalobos motioned to approve the safety and security features and Ms. Barreiro seconded.</p> <p>Mr. Brenner will share Bryce's building plan with the board as well as confirm with Bryce - whether it's Relay or Ares for the warranty.</p> <p>Mr. West asked about an update about the warehouse cleanup before kids are in the building.</p> <p>Mr. Saenz asked about campus safety practices and updates.</p> <p>Mr. Brenner will find a person to assess and make sure the campus is secure.</p>
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<p>Finance</p>	<ul style="list-style-type: none"> <li>● Trevor Sorensen introduced the financial overview with the board noting that Brillante ended the school in a strong position and the Charter First rating was a “B”.</li> <li>● Lucy Green from Book Report reviewed the financials as of June 30, 2024. She said that the budget was aligned with what the board approved. She noted that the summer program was noted to come in lower, and local revenues were higher because of the Seton gift Brillante received. Ms. Green said the numbers are subject to change because of the audit.</li> </ul>	
<p>Review &amp; Approvals</p>	<ul style="list-style-type: none"> <li>● Mr. Sorensen asked the board to approve the following policies: Financial Policies, Credit Card Policies, the Lead Agreement and the Yummy Contract.</li> <li>● The board unanimously approved the Financial Policies Manual, Credit Card Policy, Yummy Contract, and the Lead Agreement.</li> </ul>	<p>Mr. Sorensen answered Ms. Hampilos’s and Ms. Barreiro’s asked clarifying questions about the Financial Policy edits and wording.</p> <p>Ms. Barreiro moved to approve the Financial Policy Manual. Mr. Villalobos seconded. The board unanimously approved the policy.</p> <p>Mr. Sorensen answered Mr. Villalobos' question about the credit card policy.</p> <p>Ms. Hampilos motioned to approve the Credit Card Policy revisions. Ms. Barreiro seconded. The board</p>

		<p>unanimously approved the policy.</p> <p>Ms. Salinas and Mr. Sorensen answered Ms Barriero's questions about the health safety documentation provided by Yummy.</p> <p>Mr. Sorensen addressed the challenges Brillante faced with the lunch program and the adjustments made to improve the program.</p> <p>Mr. Villalobos motioned to improve the Yummy contract. Ms. Barreiro seconded. The board unanimously approved the contract.</p> <p>Ms. Hampilos asked the finance committee to add clarifying language to the Yummy contract.</p> <p>Ms. Barriero expressed her concern about the Lead Agreement. Mr. Sorensen and Mr. Brenner addressed her concern about the vendors and the high need for SPED students.</p>
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Summer Planning & Professional Development	<ul style="list-style-type: none"> <li>● Ms. Salinas gave an overview of the various summer planning the Brillante leadership team was completing over the summer.</li> <li>● Ms. Troncoso reviewed the staff professional development categories and focuses that will occur before the school year.</li> </ul>	<p>Ms. Barreiro asked questions about the logistics for the teacher preparation week.</p> <p>Mr. Brenner answered Mr. Saenz question about the Love and Logic Approach.</p>
Talent	<ul style="list-style-type: none"> <li>● Ms. Katie Hernandez Akers reported that Brillante is 100% staffed. She noted that a full-time custodian and a teacher in residence for SPED were hired.</li> </ul>	<p>Ms. Barreiro asked a clarifying question about the staff org chart.</p>
Campus Improvement Plan	<ul style="list-style-type: none"> <li>● Ms. Ana Karen Salinas discussed the Brillante Campus Improvement Plan with the Board and that every year it will be reviewed and modified accordingly. Ms. Salinas said that this plan is available on the Brillante website and in the front office</li> </ul>	
Enrollment	<ul style="list-style-type: none"> <li>● Ms. Dulce Salinas discussed the enrollment numbers with the board. Brillante is 98.73% enrolled as of July 31st. She said that there is a waitlist due to SPED numbers.</li> </ul>	<p>The board asked clarifying questions about the wait list as it relates to SPED students.</p> <p>Mr. West asked the Brillante team for a follow up on the waitlisted students.</p>

Operations	<ul style="list-style-type: none"> <li>Ms. Karely Rodriguez informed the board on the operation hires and the school year preparations in bussing, school lunch, facility cleaning and Cariina.</li> </ul>	
Legal Committee	<ul style="list-style-type: none"> <li>A meeting will be coordinated for the team to meet next week.</li> </ul>	Mr. Brenner said he will schedule a meeting next week with the Legal Committee.
Estrellita	<ul style="list-style-type: none"> <li>Ms. Cynthia Valencia presented the Seton Estrellita childcare to the board. She updated the board on staff, personnel and student registration goal.</li> <li>Ms. Valencia introduced the Seton Teaching Fellows for the year serving at Brillante for the academic year.</li> </ul>	Mr. West asked about the Texas Workforce Solutions process with parents.
Fundraising	<ul style="list-style-type: none"> <li>Mr. Brenner informed the board on his revenue strategy and about a new Seton hire: Molly Murphy, who will assist with fundraising.</li> </ul>	The board shared fundraising strategies.
Governance Committee	<ul style="list-style-type: none"> <li>Mr. Brenner asked the board's approval for the letter of resolution for his role.</li> <li>The board reviewed and unanimously approved the letter to TEA.</li> </ul>	Mr. Villalobos motioned for the approval of the letter to TEA about Mr. Brenner's Leadership resolution. Ms. Barriero seconded. The board unanimously approved.
Review & Approvals	<ul style="list-style-type: none"> <li>Ms. A. Salinas asked for the board's approval for the Family Handbook.</li> <li>Ms. Hernandez Akers asked for the board's approval for the Staff Handbook.</li> </ul>	<p>Ms. Hampilos suggested the legal committee make revisions to the attendance policy.</p> <p>Ms. Barriero and Mr. Villalobos asked questions and suggested revisions on the family pickup policy.</p> <p>Mr. Villalobos motioned to approve the Family handbook</p>

		<p>subject to changes the board discussed about the parent pick up. Ms. Hampilos seconded. The board unanimously approved.</p> <p>Mr. Villalobos motioned to approve the Staff Handbook subject to the changes the board discussed about parental leave. Ms. Hampilos seconded. The board unanimously approved.</p>
Board Updates	<ul style="list-style-type: none"> <li>● Ms. Barreiro discussed the board survey results and next steps from the results.</li> <li>● Ms.Barreiro updated the board on training compliance for TEA.</li> </ul>	The board decided to have a survey every third meeting.
Meeting Adjourned	<ul style="list-style-type: none"> <li>● Meeting was adjourned at 6:00pm</li> </ul>	<p>Ms. Hampilos motioned to adjourn the meeting. Mr. Villalobos seconded. The board unanimously approved.</p> <p>The meeting was adjourned at 6:00pm.</p>