



## BOARD OF DIRECTORS MEETING MINUTES BRIGHT STAR SCHOOLS

A meeting of the Board of Directors at Bright Star Schools was held on **Monday, April 11th, 2022** via teleconference, pursuant to notice duly given.

In attendance via teleconference were Board Chair Andrew Murr and Board Members Louisa Wee, Lois Levy, Stephen Green, Manny Aceves, Larry Klein, James McGrath, and Marisol León.

BSS staff in attendance via teleconference were Olivia Ray, Hrag Hamalian, Melissa Kaplan, Leeann Yu, Kaitlin Foe, Laura Gonzalez Reed, Elijah Sugay, China Habte, and Darryl Garris.

Also in attendance were a guest of the meeting, financial consultant Mike Barr, and one member of the public.

### *General Session*

1. **Call Meeting to Order + Introduction of Guests:** Meeting called to order at 6:03pm by Board Chair Andrew Murr.
2. **Public Comment Period** (for items not on the agenda): none made
3. **Guest Speaker:** Katie Choo, Rise Kohyang High School Student
  - Katie spoke about her experience transitioning from distance learning to in person learning, activities she participates in at Rise Kohyang High School, and what she appreciates about the school, including the community, unique school culture, relationships, and diversity at the school, as well as ideas for areas of improvement at the school.
4. **Executive Director Presentation:** Hrag Hamalian presented on the following topics
  - **General Updates** - Hrag provided general updates on the La Fayette mural, robotics grants, the hiring of Village Life Education consultants to create a Black/African American family council at Stella Middle Charter Academy, and an updated timeline for the Organizational Health Dashboard.
  - **Financial Dashboard & Monthly Financials: Income Statement, Balance Sheet, Cash Flow Forecast, and Budget-to-Actuals** - Hrag shared the status of all 9 schools with financials through February 28, 2022. He also presented on a net income variance comparison (between last board meeting and current), notes on the budgets specifically regarding revenue, and the budgeting process.
  - **Budget Update** - Hrag yielded the floor to VP of Facilities and Finance, Elijah Sugay, who presented updates on the State Budget including cost of living adjustment, Universal Pre-Kindergarten Grants, Expanded Learning Opportunities Program Grants, A-G Completion Improvement Grants, the expansion of universal free meals, additional funding for SB740, and the potential implementation of a new hold-harmless policy in the Governor's May revise. Elijah also shared that all Bright Star Schools have started to plan for 2022-23 budgets and discuss enrollment, average daily attendance, staffing and

programmatic initiatives, as well as general projections and timeline for the 2022-23 budgets.

- **Enrollment Update** - Elijah provided an update on enrollment numbers and applications for each Bright Star School, including highlights and focus areas.
- **Employee Salary Scales** - Hrag shared that in order to ensure equity in salary placements, transparency, prudent fiscal planning and to allow for more clarity and better hiring practices, many school site staff who are not currently on a salary scale will be placed on one. This scale will include positions ranging from Principals and Asst. Principals to Instructional Aids. He also shared the compensation design approach.
- **Audit Firm Selection** - Hrag shared that Eide Bailly was selected to continue as the auditor for Bright Star Schools after the Finance Committee reviewed bids from other auditors.
- **Facilities Update**
  - **Rise Kohyang High School** - Hrag provided updates on the timeline for the project including the soil export expected completion date.
  - **Rise Kohyang Middle School** - Hrag provided an update on the demolition and Zoning Exemption timelines.
  - **Valor Academy Elementary School** - Hrag provided an update on the consideration of prefabricated construction, and timeline on case management, community engagement, and the CUP application.
- **Revised Board Covenant** - Hrag presented that Governance Committee members discussed and finalized proposed changes to the Board Covenant including modifications to the requirements for board members and changes to language in the covenant, which is on the consent agenda for approval.
- **Form 990** - Hrag presented on the Form 990, including its purpose, and changes that will be submitted to Bright Star Schools Form 990.

5. **Deputy Superintendent of Education Presentation:** Melissa Kaplan presented on the following topics

- **A-G Completion Improvement Grant** - Melissa presented on the A-G Completion and Improvement Grants for Rise Kohyang High School, Bright Star Secondary Charter Academy (Stella High Charter Academy), and Valor Academy High School. She gave an overview on what A-G requirements are, the possible uses of funding for the grants, and how Bright Star Schools plan to utilize the funds, how Bright Star will track success of increasing A-G completion, and sharing the A-G Completion Improvement Grant Plans created.
- **Attendance Update** - Melissa presented on attendance goals, progress toward those goals, the consequences of absenteeism on learning and students, and steps the organization is taking to reduce chronic absenteeism.
- **Family Survey Results** - Melissa shared results of the family engagement survey regarding school climate, school fit, and school safety, as well as next steps to utilize the results for effective change.
- **22-23 Staffing Needs Overview** - Melissa provided statistics on teaching position vacancies for the 2022-23 school year. She went on to share about recruitment and hiring goals and strategies for the upcoming school year to diversify staff and to attract high quality applicants.

6. **Chief Operations Officer Presentation:** Leeann Yu presented on the following topics

- **La Fayette Renovations not to exceed \$70,000** - Leeann shared updates on costs and bids for the addition of classroom spaces to the Lafayette building.
- **VAMS Shade Sail Projects not to exceed \$78,750** - Leeann shared updates on costs and bids for the VAMS shade sail project.
- **VAHS Shade Sail Project** - Leeann shared updates on costs and bids for the VAHS shade sail project.

- **Conditional Approval of Purchase of Additional Chromebooks and Laptops from SHI (not to exceed \$250,000) Pending Grant Approval** - Leeann presented the bids for the purchase of additional chromebooks and laptops, and the recommendation to move forward with SHI if approved for ECF funding.
- **New Internet Provider (starting in 2022-23 school year)** - Leeann shared an update on making a shift to a new internet provider for additional infrastructure benefits and security upgrades.
- **COVID-19 Vaccination Policy** - Leeann shared an update on student and staff vaccination rates across all schools, and the vaccination policy that will be implemented to the extent required by the state and LAUSD.
- **Revised Volunteer Policy** - Leeann shared additions to the previously approved volunteer policy including volunteers to certify that they are fully vaccinated for COVID-19 and other minor process updates.

7. **Committee Presentations**

- **Academic Committee** - Lois Levy presented that the Academic Committee had the opportunity to hear a number of BSS staff members speak at the committee meeting, and that Melissa Kaplan, Hrag Hamalian, and Leeann Yu presented on everything heard at the committee meeting earlier in this meeting.
- **Finance Committee** - Louisa Wee presented that Hrag Hamalian, Leean Yu and Elijah Sugay presented on everything heard at the committee meeting earlier in this meeting.
- **Governance Committee** - Larry Klein presented that Executive Director Evaluation is ongoing. Andy Murr shared updates on the Board Retreat, and what it will include.

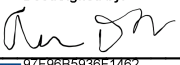
8. **Approval of (consent agenda)** Resolution of appreciation to Bright Star Schools staff was removed from the consent agenda. Lois Levy made the motion to approve, Andrew Wang seconded the motion; the motion passed unanimously.

- **Governance**
  - i. Minutes from February 2022 Governance Committee Meeting
  - ii. Minutes from March 2022 Governance Committee Meeting #1
  - iii. Minutes from March 2022 Governance Committee Meeting #2
  - iv. Minutes from February 2022 Board Meeting
  - v. Minutes from April 2022 Finance Committee Meeting
  - vi. Minutes from April 2022 Academic Committee Meeting
  - vii. Revised Board Covenant
  - viii. Resolution of the Board of Directors of Bright Star Schools considering the continued state of emergency and circumstances for Board meetings by teleconference pursuant to the Brown Act
  - ix. Dora Dome as Discipline Panel Member
- **Finance**
  - i. Financial Dashboard & Monthly Financials: Income Statement, Balance Sheet, Cash Flow Forecast, and Budget-to-Actuals
  - ii. Approval of Audit Firm Eide Bailly
  - iii. Employee Salary Scales
  - iv. Form 990
- **Facilities**
  - i. La Fayette renovations not to exceed \$70,000
  - ii. VAMS Shade Sail Project not to exceed \$78,750
  - iii. VAHS Shade Sail Project
- **Operations**
  - i. Conditional Approval of Purchase of Additional Chromebooks and Laptops from SHI (not to exceed \$250,000) Pending Grant Approval
  - ii. New Internet Provider (starting in 2022-23 school year)
  - iii. COVID-19 Vaccination Policy

iv. Revised Volunteer Policy

Board Member	Yes	No	Abstain	Absent
Stephen Green	X			
Andrew (Andy) Murr	X			
Robin Elledge				X
Marisol León	X			
Manny Aceves	X			
Louisa Wee	X			
Lois Levy	X			
Laurence (Larry) Klein	X			
Jennifer (Jen) Cole				X
James McGrath	X			
George Leftwich				X
Dora Dome				X
Andrew Wang	X			
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Motion Carries?</b>	<b>YES</b>			

8) **Adjournment:** Lois Levy made the motion to adjourn, Andrew Wang seconded the motion; the motion passed unanimously. The meeting adjourned at 7:29pm.

DocuSigned by:  
  
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 Andrew Murr, Board Chair

DocuSigned by:  
  
 9227a1747d43229d  
 Olivia Ray, Recording Secretary