



Bright Star Schools Board of Directors Minutes of the Teleconference Meeting

A meeting of the Board of Directors at Bright Star Schools was held on **Tuesday, November 8th, 2022** via teleconference, pursuant to notice duly given.

In attendance via teleconference were Board Chair Andrew Murr and Board Members Lois Levy, Stephen Green, Andrew Wang, Dora Dome, Manny Aceves, Marisol León, Louisa Wee, Robin Elledge, and Jennifer Cole.

BSS staff in attendance via teleconference were Olivia Ray, Hrag Hamalian, Melissa Kaplan, Elijah Sugay, Laura Gonzalez Reed, and Leeann Yu.

Also in attendance were guests of the meeting Mike Barr and John Lemmo.

1. **Call to Order and Introduction of Guests** - Board Chair, Andrew Murr, called the meeting to order at 5:33pm.
2. **Public Comment Period for Non-Agenda Items** - Two members of the public shared concerns about the Valor Elementary school development project.
3. **Brown Act Training, Procopio, Cory, Hargreaves & Savitch LLP** - John Lemmo provided a comprehensive Brown Act Training for Board members including. He presented on the Board of Directors role and responsibilities, an overview of requirements and restrictions in the Brown Act including: key definitions, regulations for committees, meeting types, teleconferencing requirements, agenda posting requirements, meeting location requirements, closed sessions, and rights of the public at meetings.
4. **Executive Director Presentation, Hrag Hamalian**
 - **Employee Retention Credit** - Hrag presented on the ERC refundable tax credit, a credit for businesses who continued paying employees during shutdown due to COVID-19 or had significant declines in gross in 2020 to 2021.
 - **Proposed Changes to Teacher/Counselor Salary Scale** - Hrag Hamalian shared reasoning for salary scale increases including shifting minimum wage requirements, expectations for minimum wage increases due to inflation, teacher retention, equity, and maintaining competitive salaries as other organizations increase salaries. He shared the proposed flat dollar amount increase to the salary scale in January 2023 and July 2023 and the impact it would have on each school's budget.
5. **Vice President of Finance and Facilities Presentation, Elijah Sugay**

- **FY 23 Budget Updates** - Elijah provided an update on “Hold Harmless” revenue including its impact on the audit process, and next steps, noting that the committee and Board will continue to be kept apprised of updates.
- **1st Quarter Financial Statements (July 2022 - September 2022)** - Elijah shared the Bright Star Schools monthly financials, including the income statement, balance sheet, cash flow forecast. He noted expenses tied to the ELO-P Grant, an increase in costs for: substitutes, outsourced special education, transportation, and enrichment. He also noted enrollment and average daily attendance are higher than budgeted, and the impact that has on the budget. Lastly, Elijah shared a comparison between the Board-approved budgeted net income and schools’ current net income.
- **Enrollment and Attendance Updates** - Elijah shared that student enrollment is higher than budgeted across the organization, and that average daily attendance rates are higher than budgeted and have been steady since the last committee meeting.
- **Facilities Update** - Elijah shared the updated timeline for the RKHS project and shared information on the search for a temporary site. He noted the zoning exemption is still delayed indefinitely and the exploration of potential pathways is underway. He identified the VAES Conditional Use Permit is under review and the public hearing is projected for mid-December. Next, he updated on news coverage regarding the project and the timeline for the purchase under contract. Lastly, Elijah shared a lease extension that is expected soon for SHCA.
- **SHCA Installation of New Fence** - Elijah shared that the inspector for the Division of State Architect ordered a fence installation to separate the college and high school areas at the SHCA campus. He shared the three bids for a wrought iron fence installation not to exceed \$100,000.

6. **Chief of Staff Presentation, Kaitlin Foe**

- **Organizational Health Dashboard Cycle 1** - Kaitlin reviewed the purpose, format, and timeline for the Organizational Health Dashboard, and identified that data has been shared with the Finance and Academic Committee meetings, and will be shared at the next Governance Committee meeting.

7. **Chief Operations Officer Presentation, Leeann Yu**

- **School Safety Presentation** - Leeann Yu presented on the school safety procedures at Bright Star including: annually updated school safety plans reviewed by School Site Councils, lockdown procedures, drill training for staff, practice drills, the ability to secure classrooms and entrances, visitor and threat assessment protocols, and the feedback protocol to elicit staff feedback on emergency drills.
- **Attendance Policy Update** - Leeann shared that due to the passing of SB 955, an update to the attendance policy is needed to permit an excused absence for middle and high school students due to civic or political events equivalent to the length of one school day per year.

8. **Deputy Superintendent of Education Presentation, Melissa Kaplan**

- **CAASPP Data Review** - Melissa Kaplan shared headlines related to state standardized testing including: Bright Star Schools are making progress toward

goal completion, elementary students are doing better in math than reading; the opposite is true in middle schools and high schools, and ELA achievement steeply increases as students age. She then provided a comparison of Bright Star CAASPP scores to that of the State of California and of LAUSD. Melissa identified Bright Star Schools' ELA scores as surpassing LAUSD scores, but are below state-wide scores, and that Bright Star math scores are lower than state and LAUSD scores.

- **iReady Assessment Data Review** - Next, Melissa shared iReady scores comparing 2021 diagnostic scores to 2022 diagnostics scores. She identified that diagnostic results this year are similar to those from last year and small group interventions are being provided to students who are not meeting growth targets.

9. **Committee Presentations** - Manny Aceves noted he had no update because the Governance Committee did not meet this month. Lois Levy shared noticings and continued support by the committee for academic data and small group interventions. She also shared that despite not having a quorum to vote on recommendations at the committee meeting, the committee members present were in support of the consent agenda. Louisa Wee reiterated information regarding the Employee Retention Credit and shared that the committee voted to recommend approval for the consent agenda.

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

- **Governance**
 - Minutes from September 2022 Board Meeting
 - Minutes from October 2022 Finance Committee Meeting
 - Minutes from November 2022 Finance Committee Meeting
 - Minutes from November 2022 Academic Committee Meeting
 - Resolution considering the continued state of emergency and circumstances for Board meetings by teleconference pursuant to the Brown Act
- **Finance**
 - 1st Quarter Financial Statements (July 2022 - September 2022)
 - Application for Federal Employee Retention Credit
 - Changes to Teacher/Counselor Salary Scale
- **Operations**
 - SHCA Fence Installation not to exceed \$100,000
 - Revised Attendance Policy

Board Member	Yes	No	Abstain	Absent
Andrew Murr	X			
Andrew Wang	X			
Dora Dome	X			
Jennifer Cole	X			

Larry Klein	X			
Lois Levy	X			
Louisa Wee	X			
Manny Aceves	X			
Marisol León				X*
Robin Elledge			X	
Stephen Green	X			
Total	10	0	1	1
Motion Carries?	YES			

*Marisol León was present at the meeting, but exited the meeting before voting took place.

11. Closed Session: Public Employee Performance Evaluation (Government Code § 54957(b)(1)) Name: Hrag Hamalian, Position: Executive Director - Board members entered the Closed Session at 6:52pm. Board members exited the Closed Session at 9:12. Board Chair, Andrew Murr reported that no action was taken during the Closed Session.

The meeting was adjourned at 9:13 by unanimous vote. Jen moved, and Robin seconded the adjournment motion.

12. Adjournment: Andrew Murr adjourned the meeting at 9:13pm.

DocuSigned by:

 Andrew Murr, Board Chair

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 Olivia Ray, Recording Secretary