



BOARD OF DIRECTORS MEETING MINUTES BRIGHT STAR SCHOOLS

A meeting of the Board of Directors at Bright Star Schools was held on **Monday, September 13th, 2021** via teleconference, pursuant to notice duly given.

In attendance via teleconference were Board Chair Andrew Murr and Board Members Andrew Wang, Jennifer Cole, Larry Klein, Lois Levy, Louisa Wee, Dora Dome, George Leftwich, James McGrath, Stephen Green, Marisol León, and Robin Elledge.

BSS staff in attendance via teleconference were Olivia Ray, Hrag Hamalian, Laura Gonzalez Reed, Saman Bravo-Karimi, Genoveva Cortes, China Habte, Melissa Kaplan, Darryl Garris, Kaitlin Foe, Michael Lance, and Leeann Yu.

General Session

- 1. Call Meeting to Order + Introduction of Guests:** Meeting called to order at 6:02p.m. by Board Chair Andrew Murr.
 - Gary Tasich, Hope Fang and Deniz Ilgan joined as guests of the meeting, as representatives from the RKHS Development Project.
- 2. Public Comment Period** (for items not on the agenda): none made
- 3. Presentation by Genoveva Cortes, Director, Alumni Support & College Success:** Genoveva Cortes presented on the topic of Matriculation and College Enrollment Data
 - **Matriculation Rates** - Cortes shared preliminary data on the matriculation rates of the class of 2021 for all three high schools. She identified matriculation as enrolling at an institution of higher education in the upcoming fall. She reviewed the percent of students within each high school who attend community colleges, 4-year universities, career technical education programs, and the percent of students not enrolled in an institution of higher education and variables that impact matriculation data.
 - **Matriculation Over the Past 3 Years** - Cortes went on to compare matriculation rates over the past 3 years within each of our three high schools. She reviewed patterns over the last three years within and across school matriculation rates and reasons for changes in matriculation rates, including COVID-19, and graduation rates.
 - **College Enrollment Data for Class of 2019** - Cortes shared about persistence rates, identifying that the goal of our program is for all of our students to graduate with a post-secondary degree. She also shared additional variables including gap years/semesters among students, time off to work before returning to school. Cortes provided the higher education enrollment data for Fall and Spring semesters for the Class of 2019 over the last two years and the impact of COVID on our students and their education. Cortes shared the supports the ASCS team is providing to those, and all, students. Cortes then opened the floor for questions from Board Members, and responded to questions about the data and matriculation/college enrollment at large.

4. **Executive Director:** Hrag Hamalian presented on the following topics
 - **21-22 Organizational Health Dashboard Update** - Hamalian reviewed the five categories in the Organizational Health Dashboard: Whole Child Development, Academic Achievement, Alumni Success, Teacher and Counselor Learning and Growth, and Organizational Sustainability. He provided an overview of what each category analyzes and the key performance measures used to measure performance in each category. He then shared the calendar for updating the Dashboard throughout the year and identified that more information on the Dashboard will be presented in future committee meetings.
 - **Pollyanna Conference** - Hamalian introduced the Pollyanna Conference, a Diversity, Equity, Inclusion and Bias training program at Harvard-Westlake this October. He identified that some BSS staff will be in attendance and invited Board members to volunteer to attend the conference.
 - **Pandemic Response** - Hamalian shared that BSS has been able to minimize COVID-19 case rates and shared that BSS will continue to follow the guidance of the Department of Public Health's recommendations regarding testing and vaccination requirements, and continue to monitor the landscape. He responded to Board member questions about testing requirements at school sites.

5. **Chief Business Officer:** Saman Bravo-Karimi presented on the following topics
 - **RKHS Project - 3500 1st Street (Prop 51) General Contractor Bids** - Bravo-Karimi shared that the general contractor bids were submitted for this Prop 51 project. He shared that Bernards Brothers was the lowest bid so it will be accepted. It is just under the most recent cost estimate, and the project budget is below target.
 - Hope Fang shared the forms and bid documents required for general contractors to submit when seeking selection. She shared that these documents go through quality control review, a consultant review, LAUSD review, amongst others. She reintroduced Gary Tasich as construction project manager, and Bravo-Karimi opened the floor for questions from Board members, to which Hope Fang and Bravo-Karimi responded.
 - **2020-21 Unaudited Financials** - Bravo-Karimi shared the unaudited actuals for the year ending 2021. He reviewed changes since the last review of the unaudited actuals.
 - **Budgets** - Bravo-Karimi reviewed enrollment adjustments and staffing/position additions and their impact on the budget.
 - **2021-2022 and Beyond Financials Outlook** - Bravo-Karimi provided an overview of budget volatility expectations for 21-22, potential additional expenses (independent study, teacher shortage, substitute teaching, operational expenses due to COVID-19), and noted that the PPP loan was forgiven and that some legislation and trailer bills approved in July are not yet in the school budgets.
 - **2021-22 ADA %** - Bravo-Karimi reviewed attendance expectations for this year including variables that will affect rates such as quarantines and independent study. He noted there has not been any legislative changes in regard to attendance and COVID-19 protocols and that attendance rates affect funding. Plans for handling effects on funding in case legislation is not passed were reviewed. He then answered board members questions about attendance and funding.
 - **Recommended Grants** - Bravo-Karimi shared a recommended grant for RKES due to lower than budgeted enrollment.
 - **2021-22 Net Income Outlook** - Bravo-Karimi shared the net income, June and September estimates and variance across schools.
 - **2021-22 Budgeted Enrollment** - Bravo-Karimi provided an overview of budgeted vs. actual enrollment numbers comparing June to September and identified specific school sites of focus for improvement.
 - **Enrollment Strategy** - Bravo-Karimi reviewed the strategy to increase enrollment at BSS including additional staff, demographic focus groups, online advertising, and working to

understand impacts of covid on enrollment, drivers of enrollment, where to focus resources, and division of labor and accountability in regards to increasing enrollment

- **VAES Potential Site** - Bravo-Karimi shared a potential site for VAES, and that discussions with the owner have started. He shared the timeline for the project, risks, and financial details about the potential purchase. He then answered board member questions and responded to comments about the potential site and purchase.
 - **VAMS Burnet Purchase** - Bravo-Karimi shared about exercising the purchase option for VAMS's current facility, which is currently owned by PSCD and leased by VAMS provided deadlines for the purchase and financing, and that financing options are being explored.
 - **Reserve Policy** - Bravo-Karimi shared the information that will be included in the reserve policy regarding cash reserves.
 - **Debt Management Policy** - Bravo-Karimi shared the Debt Management Policy, which will include the purposes for which debt may be issued, and post debt issuance compliance.
 - **Contract with Larson Communications for Digital Marketing** - Bravo-Karimi shared a proposal for a contract for Larson Communications to provide digital marketing services for enrollment for BSS. He shared the costs for different lengths of time.
6. **Chief Operations Officer:** Leeann Yu presented on the following topics
- **COVID-19 Update** - Yu updated on the number of COVID-19 cases across the organization, within each school and by student or staff. She shared that COVID-19 case numbers will be updated on the Bright Star website on a weekly basis. In addition, she identified that in relation to the number of students we serve, the number of cases has remained low due to following safety protocols such as handwashing, sanitizing, masking, etc.
 - **Testing Update** - Yu shared updates to the testing protocol. All staff regardless of vaccination status are expected to test weekly and student testing will be expanded in the upcoming weeks. Board members commented on COVID-19 case and testing updates and Yu responded.
7. **Committee Updates**
- **Finance Committee** - The Finance Committee had no additional updates beyond the presentation by Bravo-Karimi
 - **Academic Committee** - Lois Levy shared that the independent study program and Organizational Health Dashboard were discussed and reviewed at the Academic Committee meeting.
8. **Approval of (consent agenda)** Lois Levy made the motion to approve, Andrew Wang seconded the motion; the motion passed unanimously.
- **Regular**
 - i. Minutes from August 2021 Board Meeting
 - ii. Minutes from September 2021 Finance Committee meeting
 - iii. Minutes from September 2021 Academic Committee meeting
 - **Finance**
 - i. 2021-22 Revised Budgets
 - ii. FY 20-21 Unaudited Financial Statements
 - iii. Adoption of Board Policies - Debt Management Policy, Reserve Policy
 - **Facilities and Operations**
 - i. RKHS Project - builders risk insurance contract, general contractor selection and contract
 - ii. Purchase Agreement for Property for VAES at 15226-15544 Plummer St, with ability to make non-material changes under advisement of legal counsel. Additional Board approval to be required for removal of contingencies.

- iii. Exercise Option to Purchase VAMS Burnet Property from PCSD, with ability to make non-material changes under advisement of legal counsel.
- iv. Contract with Larson Communications for Digital Marketing


Board Member	Yes	No	Abstain	Absent
Andrew (Andy) Murr	✓			
Andrew Wang	✓			
Dora Dome	✓			
George Leftwich	✓			
James McGrath	✓			
Jennifer (Jen) Cole	✓			
Larry Klein	✓			
Lois Levy	✓			
Louisa Wee				✓
Marisol León				✓*
Robin Elledge	✓			
Stephen Green	✓			
Total	10			
Motion Carries?	YES			

*Board member present at the meeting, but left before the vote took place

- 9. **Adjournment:** Andrew Wang made the motion to adjourn, Jennifer Cole seconded the motion; the motion passed unanimously. The meeting adjourned at 7:57p.m.

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 Andrew Murr, Board Chair

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 Olivia Ray, Recording Secretary