



BOARD OF DIRECTORS MEETING MINUTES BRIGHT STAR SCHOOLS

A meeting of the Board of Directors at Bright Star Schools was held on **Monday, February 7th, 2022** via teleconference, pursuant to notice duly given.

In attendance via teleconference were Board Chair Andrew Murr and Board Members Lois Levy, Jen Cole, Manny Aceves, Larry Klein, Stephen Green, Dora Dome, Andrew Wang, George Leftwich, Marisol León and Robin Elledge.

BSS staff in attendance via teleconference were Olivia Ray, Hrag Hamalian, Laura Gonzalez Reed, Saman Bravo-Karimi, Melissa Kaplan, Leeann Yu, Victor Lee, Elijah Sugay and Darryl Garris.

General Session

1. **Call Meeting to Order + Introduction of Guests:** Meeting called to order at 6:04p.m. by Board Chair Andrew Murr.
2. **Public Comment Period** (for items not on the agenda): none made
3. **Guest Speaker:** Victor Lee, Assistant Principal of Instruction at Valor Academy High School
 - Victor shared about his background as an educator and presented on his work in his first year at Bright Star Schools, specifically sharing about instructional leadership, focus on iReady, the advisory he runs, eliciting staff feedback to improve programs, DEIB initiatives, and other ways he has supported academic programs at Valor Academy High School.
4. **Executive Director Presentation:** Hrag Hamalian presented on the following topics
 - **General Organizational Updates**
 - **RKHS Girls Flag Football** - Hrag shared updates on the RKHS Girls Flag Football team and that the team will be featured at the Super Bowl.
 - **LaFayette Mural and Beautification** - Hrag shared that a local donor is providing a beautification project including murals for the Lafayette building.
 - **LettuceGrow FarmStands** - Hrag shared that LettuceGrow will be donating farm stands to all three Bright Star elementary schools to grow vegetables and begin or enhance gardening programs.
 - **COVID-19 Rates** - Hrag shared an update of the number of confirmed COVID-19 cases in staff and students at each Bright Star School.
 - **Full Tuition Scholarships** - Hrag highlighted and celebrated students who have received full tuition Posse and QuestBridge scholarships to universities.
 - **Executive Search Firm** - Hrag presented the item for approval, to engage an executive search firm to replace Bright Star School's Chief Business Officer, who will be leaving the organization.
 - **Organizational Health Dashboard Cycle Update** - Hrag provided an update on Cycle 2 of the Org Health Dashboard and goals met, progress made, successes, and areas of growth in each category: Alumni, Academic Achievement, Whole Child Development,

Teacher Learning and Growth and Organizational Sustainability. He concluded by presenting next steps for reviewing and sharing the Organizational Health Dashboard with stakeholders.

- **2022-23 Teacher and Counselor Salary Scale** - Hrag presented the reasoning behind adjusting the Teacher and Counselor Salary Scale at Bright Star Schools. He shared that COVID-19, increases in salaries and bonuses at other organizations, changes in the Governor's budget, increased teacher attrition, and hiring challenges have required Bright Star Schools to propose changes to its current salary scale in order to remain competitive and minimize teacher/counselor attrition. Bright Star Schools has again engaged EdFuel, the consulting group with whom we have previously worked, to conduct this analysis. He shared the current proposal including increases to salary scale steps and retention bonuses, as well as next steps. Hrag yielded the floor to Saman Bravo-Karimi who shared the annual cost of the scale increase, project net income after the scale increase, as well as other impacts on the organization's finances.
5. **Deputy Superintendent of Education Presentation:** Melissa Kaplan presented on the following topic
- **Interim Assessments (iReady)** - Melissa provided context on iReady testing, including challenges impacting iReady testing due to COVID-19 operations. She reviewed the iReady goal for all schools: 80%+ of students will achieve typical yearly growth on iReady ELA and Math. She provided a review of each individual Bright Star School's progress toward growth goals and projected levels of proficiency in both ELA and Math, sharing areas of strength and growth as well as areas of weakness.
6. **Chief Business Officer Presentation:** Saman Bravo-Karimi presented on the following topics
- **BSS Monthly Financials, including the Income Statement, Balance Sheet, Cash Flow Forecast, and Budget-to-Actuals** - Saman presented on the status of all 9 schools with financials through December 31, 2021 and status of BOT with financials through December 31, 2021.
 - **Financial Dashboard** - Saman shared 2021-22 budget considerations including: higher expenses in certain areas, average daily attendance, and grants. In addition, he presented on the Governor's budget proposal for 22-23 including cost-of-living adjustments, and information about grants and funding.
 - **Auditor Contract Renewal** - Saman shared that bids were requested from four audit firms, and discussed the item for approval to delegate authority to the Executive Director to make the selection.
 - **Enrollment Update** - Saman shared enrollment numbers for each Bright Star Schools. He also provided highlights and focus areas for enrollment.
 - **Facilities Update**
 - **RKHS 3500 1st Street (Prop 51)** - Saman shared that construction meetings and mobilization are ongoing.
 - **RKMS 1700 Olympic (Prop 51)** - Saman shared the LAUSD Board Meetings for CEQA adoption and Zoning Exemption are scheduled and that LADWP design is underway.
 - **VAES Plummer** - Saman shared updates on the development of the Plummer site including: preliminary site plan, community engagement plan, due diligence, and architect selection included architect bid fees.
 - **VAES Plummer Project Architect Selection** - Saman shared three architect bids for the VAES Plummer project including the experience Bright Star has working with each company as well as their fees, and a recommendation of which architect to select.
7. **Vice President of Strategy Presentation:** in Kaitlin Foe's absence, Olivia Ray presented on the following topics

- **2021-22 School Plan for Student Achievement (SPSA)** - Olivia provided an overview of the SPSA, sharing its purpose, process of creation, and the goals and strategies to meet the goals included in the plans.
- **2021-22 LCAP Supplement** - Olivia presented on the 2021-22 LCAP Supplement. Olivia provided an overview of the LCAP Supplement and its purpose. She then presented updates on additional funding in the adopted state budget not identified in the 21-22 LCAPs, the impact of this funding on the LCAP and Budget Overview, expenditures to date related to each LCAP action, implementation of actions/services in 2021-22 LCAP to-date, and mid-year data outcomes related to LCAP actions and goals. She presented this information for each of our nine Bright Star Schools.

8. **Committee Presentations**

- **Governance** - Larry Klein shared that planning for the Board Retreat is in progress.
- **Academic** - Lois Levy shared updates on the presentation the Academic Committee received on CAASPP and iReady results, and on how we can support our students to increase outcomes.
- **Finance** - Andrew Wang shared about the presentations the Finance Committee received on auditing and the engagement of an Executive Search Firm.

9. **Approval of (consent agenda)** Jen Cole made the motion to approve, Lois Levy seconded the motion; the motion passed unanimously.


- **Governance**
 - i. Minutes from January 2022 Board Meeting
 - ii. Minutes from February 2022 Finance Committee meeting
 - iii. Minutes from January 2022 Academic Committee meeting
 - iv. 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
 - v. Authorization for Executive Director to engage an Executive Search Firm to search for the next CBO candidate not to exceed 60k
- **Finance**
 - i. BSS Monthly Financials, including the Income Statement, Balance Sheet, Cash Flow Forecast, and Budget-to-Actuals
 - ii. 2022-23 Teacher and Counselor Salary Scale
 - iii. Authorization for Executive Director or designee to select audit firm and execute contract.
- **Facilities**
 - i. Approval of architect for VAES Plummer project. Approval of delegation of authority to Executive Director or designee to execute contract.
- **Compliance**
 - i. 2020-21 School Accountability Report Card (SARC) for Bright Star Secondary Charter Academy, Stella Middle Charter Academy, Stella Elementary Charter Academy, Valor Academy High School, Valor Academy Middle School, Valor Academy Elementary School, Rise Kohyang High School, Rise Kohyang Middle School, Rise Kohyang Elementary School
 - ii. 2021-22 School Plan for Student Achievement (SPSA) for Bright Star Secondary Charter Academy, Stella Middle Charter Academy, Stella Elementary Charter Academy, Valor Academy High School, Valor Academy Middle School, Valor Academy Elementary School, Rise Kohyang High School, Rise Kohyang Middle School, and Rise Kohyang Elementary School
- **Academic**
 - i. 2022-23 Academic Calendar

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			
Total	11	0	0	2
Motion Carries?				

8) **Adjournment:** Robin Elledge made the motion to adjourn, Jen Cole seconded the motion; the motion passed unanimously. The meeting adjourned at 7:38p.m.

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 Andrew Murr, Board Chair

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 Olivia Ray, Recording Secretary