



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, September 27th, 2022** via teleconference, pursuant to notice duly given.

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

BSS staff in attendance via teleconference were Olivia Ray, Hrag Hamalian, Melissa Kaplan, Elijah Sugay, Leeann Yu, Kaitlin Foe, Laura Gonzalez Reed, Marni Parsons, and Kendra Racouillat.

Also in attendance were guests of the meeting Mike Barr and Vanessa Ramirez.

1. **Call to Order and Introduction of Guests** - Board Chair, Andrew Murr, called the meeting to order at 6:03pm.
2. **Public Comment Period for Non-Agenda Items** - none made
3. **Guest Speaker Presentation, Stryver Fellowship Intern, Vanessa Ramirez**
 - Vanessa spoke to her experience as a student at Bright Star in the past and how it supported her in personal, academic, and career growth and planning. She went on to share about her internship through the Bright Star Schools x Stryver Fellowship working with the administrative and project management teams as an Analyst Intern at Ritchie Bros.
4. **Executive Director Presentation**
 - **Matriculation and Persistence Data** - Hrag presented on new matriculation rates for the class of 2022, (including the percent that attended Career Technical Education schools, 4-year colleges, community colleges, or entered the workforce) and persistence data for the class of 2021.
 - **General Updates** - Hrag celebrated Yolanda Galeazzi, Athletic Director at Rise Kohyang High School, and Colin Yamashita, a teacher at Rise Kohyang Middle School who have been selected for the "Champions Educate Here" legacy program, and awarded funds to expand student programs at their campuses. Hrag shared some details about the Mailing Address Change, and that changing to an electronic system would benefit staff with the increasingly virtual nature of School Support Team work.
 - **Board Reboarding Packet (Board Handbook, Board Covenant, Board Demographics and Contact Survey, Events for Board Members)** - Hrag presented on a virtual Board Reboarding Packet. She noted the Board Covenant was updated in the Spring and required signatures from Board members, the

Board Handbook needed updates to include the most current information on Bright Star Schools, and school site events would be provided in a spreadsheet to Board members. He went on to present potential questions for a Demographics and Contact Survey for Board members, eliciting feedback from the committee. The survey included three sections: contact information, expertise, and demographics.

5. Vice President of Finance and Facilities Presentation

- **Final FY 21-22 Unaudited Financial Statements** - Elijah Sugay shared that the unaudited financials have been submitted to the auditors for review. He reviewed the impact of specific journal entries on net income, the surplus, and grant-backs to schools including their allocations.
- **Revised 2022-23 School Budgets** - Elijah reviewed the revised 2022-23 budgets for each school including the net income in the preliminary budgets, adjustment made due to COLA increases, hold harmless revenue, and grant backs, and the resulting net income in the final budgets.
- **Facilities Update** - Elijah provided an update on the timelines and costs for the RKHS, RKMS, and VAES facilities projects. He noted delays in both the RKHS and RKMS projects, the reasons for those delays, and that the search for a temporary facility for RKHS is underway.
- **Enrollment Update** - Elijah shared trends in enrollment growth rates across elementary, middle, and high schools, as well as budgeted enrollment vs. actual enrollment.
- **Attendance Update** - Elijah reviewed average daily attendance rates for each school including their pre-pandemic ADA, FY 22 ADA, FY Budgeted ADA and ADA for the first month of the 2022-23 school year.

6. Chief Operations Officer Presentation

- **Pacer Contract (Bus)** - Leeann Yu presented on the bussing program for students at Stella High. She shared increases in cost for the bus contract, and reasoning for that increase, as well as the expected costs for continuing the program.
- **After School All-Stars LOAs** - Leeann reviewed previously approved ASAS LOAs, she went on to present the ASAS LOAs on the consent agenda. She shared that all proposals are grant funded, and additional details about how funding was distributed across schools.
- **School Safety Consultant** - Leeann presented the quotes and proposals from the three school safety consulting companies contacted about staff training, site assessment, revision of emergency response plans, and implementation. She noted the recommendation to move forward with Joffe.
- **Hotspots Purchase** - Leeann shared two quotes for additional hotspots for schools including hardware, internet, and total costs. She identified the recommendation to move forward with T-Mobile for the purchase of the hotspots.
- **Naloxone (Narcan) Policy** - Leeann shared the necessity of a Naloxone Policy, and that the Policy would allow schools (under Ed Code 49414.3) to store and administer naloxone in an emergency situation of suspected opioid overdose, as well as that the policy would provide training to relevant staff.

7. Deputy Superintendent of Education Presentation

- **School Leadership Update** - Melissa shared that Valor High School's principal will be stepping down from her role in the upcoming months, and the search for the next principal is underway.

8. Vice President of Strategy, Kaitlin Foe

- **Organizational Health Dashboard Cycle 0** - Kaitlin reviewed the purpose of the Organization Health Dashboard (OHD) - to track goals that support the fulfillment of the Bright Star Schools mission statement. She went on to review the data collection and reporting processes and timelines for each cycle.

9. Community Schools Presentation

- Strategy Director, Laura Gonzalez Reed and Senior Vice President of Student and Family Services, Marni Parsons provided an overview of the California Community Schools Partnership Program. They explained the key aspects of the Community Schools model: it is grounded in student, family, and community needs, it integrates student supports, expands learning time and opportunities, promotes active family and community engagement, and includes collaborative leadership practices. They went on to provide the funding amounts for each Bright Start School and possible uses for this state funding. These include a community school coordinator, conducting a comprehensive school and community needs and asset assessment, grant application support, partnership development and coordination support, providing training and support, and preparing a community school implementation plan. They closed by reviewing the timeline and rationale for pursuing Community Schools, and next steps for the grant application and implementation. It is clear that Bright Star's mission is very closely aligned with the Community School model.

10. Committee Presentations - Lois Levy shared information about teacher retention, staffing, and hiring that was discussed at the Academic Committee meeting, and Melissa Kaplan provided supporting information on efforts to recruit and retain teachers. Louisa Wee highlighted Elijah's budget updates. Manny Aceves underscored the importance of the demographics and contact survey being proposed for approval.

11. Approval of Consent Agenda - Lois Levy made the motion to approve, Marisol León seconded the motion.

- **Governance**

- i. Minutes from August 2022 Board Meeting
- ii. Minutes from September 2022 Governance Committee Meeting
- iii. Minutes from September 2022 Finance Committee Meeting
- iv. Minutes from September 2022 Academic Committee Meeting
- v. Resolution considering the continued state of emergency and circumstances for Board meetings by teleconference pursuant to the Brown Act
- vi. Updated Board Handbook
- vii. Board Demographics and Contact Survey

- **Finance**

- i. Final FY 21-22 Unaudited Financial Statements
- ii. Revised 2022-23 School Budgets
- **Operations**
 - i. Pacer Contract (Bus)
 - ii. After School All-Stars LOAs
 - iii. School Safety Consultant
 - iv. Hotspots Purchase
 - v. Mailing Address Change
 - vi. Naloxone (Narcan) Policy

Board Member	Yes	No	Abstain	Absent
Andrew Murr	X			
Andrew Wang	X			
Dora Dome				X
George Leftwich				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	9	0	0	3
Motion Carries?	YES			

10. Closed Session: Public Employee Performance Evaluation (Government Code § 54957(b)(1)) Name: Hrag Hamalian, Position: Executive Director - Board members entered closed session at 7:32pm. Board members exited the closed session at 7:43pm. Andrew Murr reported that no action was taken in closed session.

11. Adjournment: Andrew Murr adjourned the meeting at 7:44pm.

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Andrew Murr, Board Chair

Olivia Ray, Recording Secretary