



Bright Star Schools Board of Directors Minutes of the Regular Meeting

A meeting of the Board of Directors at Bright Star Schools was held on **Tuesday, June 27, 2023** at 2636 S. Mansfield Avenue, Los Angeles, CA 90016, pursuant to notice duly given.

On the meeting agenda, the legislative body noticed each teleconference location of each member participating in the public meeting, each teleconference location was accessible to the public, members of the public were allowed to address the legislative body at each teleconference location, and the legislative body posted an agenda at each teleconference location. At least a quorum of the legislative body participated from locations within the boundaries of the local agency's jurisdiction.

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

Bright Star Schools staff in attendance were Olivia Ray, Hrag Hamalian, Melissa Kaplan, Elijah Sugay, Laura Gonazlez Reed, Sebastian Valdez, Daisy Perez, Ana Martinez, Jeanette Gomez, Stephen Allen, Jacqueline Valenzuela, Olivia Martinez, Patricia Chavez, May Oey, and Kaitlin Foe.

Also in attendance was guest of the meeting Mike Barr.

1. **Call to Order and Introduction of Guests** - Board Chair, Andrew Murr, called the meeting to order at 4:07 PM.
2. **Public Comment Period for Non-Agenda Items** - none made
3. **Executive Director Presentation**
 - **General Updates** - Hrag Hamalian spoke to his time as Executive Director of Bright Star Schools. He then presented a year end wrap up highlighting successes of this school year.
 - **2023-24 Board Meeting Calendar** - Hrag presented the proposed meeting days and times for Academic Committee and Board meetings for the 2023-23 school year.
 - **Spending Plan for Philanthropic Grants and Other One Time Revenue Received in 2022-23** - Hrag presented the spending plan for philanthropic grants received which includes funding for facilities, academics, alumni services, and the workforce accelerator. He shared the timeline and distribution amounts expected over the upcoming years.



- **Employee Retention Credit** - Hrag presented on the tax credit and shared that Bright Star Schools' application was approved. He shared the expected credit and timing for each quarter.
- **Stella Elementary Charter Academy Charter Petition** - Hrag shared that the state granted one year of charter renewal relief and the impact on the timeline for renewal for our schools.
- **22-23 Staff Survey Results** - Laura Gonzalez Reed presented quantitative headlines for the staff survey results. She noted an increase in the org-wide completion rate, no major trends by race or gender in any category, and that NPS increased for 8 of 9 schools in each division. She did an in depth walkthrough of data from Teacher and Counselors, sharing the scores for each question/statement noting this highest and lowest scoring areas. She then shared data for other staff. She concluded by presenting on the systems used to analyze patterns in the data and establish next steps.

4. Chief Business Officer Presentation

- **April 2023 Monthly Financials and End-of-Year Estimates** - Elijah shared the Bright Star Schools Monthly Financials including the income statement, balance sheet, cash flow forecast, and budget-to-actuals, revenues, expenses and end of year estimates. He shared the latest projections for the schools' net incomes and highlighted changes since April.
- **2023-24 Preliminary Budgets** - Elijah recapped the timeline for budget creation. He shared the COLA for LCFF and other programs, spoke about the SB740 Facility Subsidy Program, the Expanded Learning Opportunities Grant, and that trailer bills are expected. He shared assumptions made related to COLA, ADA, enrollment and ELO-P that contributed to budget creation.
- **Facilities Update** - Elijah shared the RKHS is in ongoing construction and there are delays due to soil saturation, he shared the Prop 39 site visit with LAUSD was completed. Elijah went on to share that for the RKMS facility, there is ongoing work for the Zoning Exemption Vote to be brought back to the LAUSD Board in August, and the Financial Soundness review was approved by the Charter School Finance Authority earlier this month. He then shared that escrow for the VAES project closed earlier this month, and he shared an updated delivery date, as well as next steps for the project.
- **Enrollment Update** - Elijah shared EOY enrollment information. He noted which schools were experiencing lower than budgeted enrollment, which were not, and discussed variables impacting enrollment numbers. He noted future variables that may impact enrollment.
- **Attendance Update** - Elijah presented the most recent ADA percentages at each school and shared that all schools remain an ADA higher than 91%. He noted that the actual ADA was above the budgeted ADA, and celebrated the increase from last year to this year.



- **CARS (Consolidated Applications)** - Elijah provided an overview of the CARS, and discussed the approval.
- **Education Protection Account (EPA)** - Elijah reviewed the Education Protection Account (EPA) for each school, and discussed the approval.
- **2023-24 Fiscal Policies and Procedures Handbook** - Elijah shared the 23-24 Fiscal Policies and Procedures Handbooks citing there were no significant updates from the prior year's handbook.

5. Vice President of Operations Presentation

- **2023-24 Operations Assistant Salary Scale** - Sebastian presented the proposed salary scale for the Operations Assistant position. He shared that salary scales are being moved forward for numerous positions with multiple employees to ensure pay equity.
- **2023-24 Community Schools Coordinators Salary Scale** - Sebastian presented the proposed salary scale for the Community Schools Coordinator position, citing that the position will be funded through the Community Schools Partnership grant.
- **Food Service Agreement** - Sebastian reviewed the food service agreement for the upcoming school year. He shared that this is a renewal of the School Food Authority, Schools in Action.
- **2023-24 SHCA Transportation Contract** - Sebastian reviewed the transportation contract for Stella High, a renewal with Pacer Enterprises, the school's bus company. Citing cost and distance from the school as deciding factors in the contract provider.
- **After-School All Stars MOUs** - Sebastian reviewed the MOUs for each school who works with After School All Stars to provide after school care to students. He reviewed the allocation of funds for the after school and intersession programs, and their funding sources.
- **2023-24 Employee Handbook** - Sebastian shared the significant changes to the employee handbook for the upcoming year including: updates to the time off table, removal of the critical days policy, and an update to the bereavement leave policy.

6. Chief of Staff Presentation

- **2023-24 Student and Family Handbooks, Annual Notices & Org-Wide Policies** - Olivia Ray presented the 2023-24 Student and Family Handbooks, Annual Notices & Org-Wide Policies, highlighting changes from last years handbooks including updates to operational policies, the attendance policy, and additional sections including response to seizures and firearm safety.
- **2023-24 Local Control and Accountability Plan (LCAP)** - Olivia presented the draft 23-24 LCAPs for each Bright Star Schools. She shared the three goals in each school's LCAP: Student Outcomes, Engagement, and Conditions for Learning. She then shared a description of each goal, the metrics used to

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measure progress towards those goals, and the actions to increase outcomes for those metrics.

- **2022-23 Local Indicators** - Olivia provided an overview of the 22-23 Local Indicators including the purpose and compliance requirements of the documents. She shared the rating scores of each of the 9 schools in each area on the Local Indicators, and explained the rating scale, as well as how Local Indicators are used.

7. Deputy Superintendent of Education Presentation

- **Elementary iReady Data** - Melissa Kaplan shared strong iReady Reading results for all three elementary schools and noted that progress to annual typical growth for all elementary schools is above 100%. She went on to share iReady Reading results for elementary schools, citing that again, progress to annual typical growth for all elementary schools is above 100%.
- **Teacher Induction Program State Accreditation** - Melissa presented on the Greater Los Angeles Schools Teacher Induction Consortium (GLASTIC). She shared that the Bright Star School's program was accredited with minor stipulations. She concluded by sharing next steps for the consortium for the 23-24 school year.
- **Citizen Schools Contract** - Melissa presented the Citizen Schools Contract sharing that it is a non-profit that partners with schools to incorporate experiential learning into the curriculum, school programming, and design model. She shared that senior School Support Team leaders participated in an initial training with the organization, and that if the contract is approved, citizen schools would support in providing these initiatives for Bright Star Schools.

8. **Public Hearing for 2023-24 Local Control and Accountability Plans (LCAPs) for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School** - The public hearing began at 5:23 PM. No comments were made. The public hearing adjourned at 5:24 PM.

9. **Approval of 2022-23 Local Indicators for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School**

Board Member	Yes	No	Abstain	Absent
Andrew Murr	X			



Andrew Wang	X			
Dora Dome				X
Jennifer Cole	X			
Lois Levy	X			
Louisa Wee	X			
Manny Aceves	X			
Marisol León	X			
Robin Elledge	X			
Stephen Green				X
Total	8	0	0	2
Motion Carries?	YES			

10. Approval of resolution of appreciation for the entire Bright Star Community on behalf of the Bright Star Board of Directors

At the close of the 2022-23 school year, the board of Bright Star Schools extends heartfelt thanks to our entire community – faculty, staff, leadership, students and their families. Each of you play an integral role to the success of the organization and to providing a high-quality education impacting the success of our students and communities. We hope you get to recharge and reflect this summer – and let's all look forward to a new school year.

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



Louisa Wee	X			
Manny Aceves	X			
Marisol León	X			
Robin Elledge	X			
Stephen Green				X
Total	8	0	0	2
Motion Carries?	YES			

11. Approval of resolution of appreciation for Hrag Hamalian's work as Executive Director of Bright Star Schools

Today, at Hrag's final meeting as CEO of Bright Star Schools, let us honor his service and thank him profusely for his vision, his drive, energy and dedication. Hrag has been a strong, collegial leader, a visionary, a steady force during challenging times and a leader not afraid to dream on a large scale when it helps Bright Star students and families. Outside our schools, he's been an effective CEO deeply respected in the charter world, and an incredibly effective bridge to business and political leaders.

He will remain with us, first to assist in the transition to our new CEO, Ana Martinez and then to create a large-scale plan that will guide Bright Star graduates into meaningful internships and employment, the next step in fulfilling Bright Star's promise to our families. As he moves into these new roles, let's join together in extending grateful thanks and appreciation to him for his myriad accomplishments in 16 years at Bright Star. Let's also wish him and wife, Natalie and their baby son Zareh the best of luck, health and happiness now and in the future.

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



Lois Levy	X			
Louisa Wee	X			
Manny Aceves	X			
Marisol León	X			
Robin Elledge	X			
Stephen Green				X
Total	8	0	0	2
Motion Carries?	YES			

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

- **Governance**

- Minutes from June 2023 Board Meeting #1
- Minutes from June Governance Committee Meeting
- Minutes from June Academic Committee Meeting
- Minutes from June Finance Committee Meeting
- 2023-24 Board Meeting Calendar
- Resolution to Waive Removal of Board Members with <75% Attendance at Board Meetings
- Final Ad Hoc CEO Search Committee Report and Disbanding
- Approval of CEO/Superintendent Contract

- **Finance**

- April 2023 Monthly Financials
- 2023-24 Preliminary Budgets
- Spending Plan for Philanthropic Grants and Other One Time Revenue Received in 2022-23
- 2023-24 Fiscal Policies and Procedures Handbook
- CARS (Consolidated Applications)
- Education Protection Account (EPA)

- **Operations**

- Citizen Schools Contract
- 2023-24 Employee Handbook
- 2023-24 SHCA Transportation Contract
- 2023-24 Food Services Contract
- 2023-24 Operations Assistant Salary Scale



- 2023-24 Community Schools Manager Salary Scale
- **Compliance**
 - 2023-24 Student and Family Handbooks, Org-Wide Policies & Annual Notices for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School
 - 2023-24 Local Control and Accountability Plan (LCAP) for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School
 - 2022-23 School Plan for Student Achievement (SPSA) for Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary School, Valor Academy Middle School, Valor Academy High School, Rise Kohyang Elementary School, Rise Kohyang Middle School, and Rise Kohyang High School

Board Member	Yes	No	Abstain	Absent
Andrew Murr	X			
Andrew Wang	X			
Dora Dome				X
Jennifer Cole	X			
Lois Levy	X			
Louisa Wee	X			
Manny Aceves	X			
Marisol León	X			
Robin Elledge	X			
Stephen Green				X
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Motion Carries?	YES			

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13. **Committee Presentations** - Louisa Wee, on behalf of the Finance Committee, highlighted the Philanthropic Grants Spending Plan, and noted that the Finance Committee will further review the spending plan details in depth as they continue to be developed by staff. Andrew Murr, on behalf of the Finance Committee, noted proposed changes to the spending plan made by the committee, which will be implemented by staff. Manny Aceves, on behalf of the Governance Committee, spoke to Board member attendance at meetings, and the resolution to waive removal. He noted that the Board will continue to work on improved attendance for Board members not meeting the requirement. Andrew Murr, on behalf of the Governance Committee, shared an update on the public employee appointment of a new Executive Director and the involved contracts. Lois Levy, on behalf of the Academic Committee, shared updates on tutoring and summer school programming, including the hope for expansion of the tutoring programs currently available.

14. **Closed Session:** Public Employee Performance Evaluation (Government Code § 54957(b)(1).) Title: Executive Director. The Board entered the Closed Session at 5:49 PM. The Board exited the closed session at 5:58 PM. Board Chair, Andy Murr, reported that no action was taken in closed session.

15. **Adjournment:** Andrew Murr adjourned the meeting at 6:59 PM.

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Andrew Murr, Board Chair

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Jen Cole, Board Secretary