

MINUTES

Approved
April 2, 2012

BOARD OF DIRECTORS BULLIS CHARTER SCHOOL

102 West Portola Avenue, Los Altos, Ca 94022

February 6, 2012
7:00 pm

Regular Meeting

I. PRELIMINARY

A. **CALL TO ORDER**

Meeting was called to order by Ken Moore, Board Chair, at 7:05 pm.

B. **ROLL CALL**

	Present	Absent
Peter Evans (6/30/13)	_x_	_____
Andrea Eyring (6/30/13)	_x_	_____
Anne Marie Gallagher (6/30/14)	_x_	_____
Janet Medlin (6/30/14)	_x_	_____
Francis La Poll (6/30/12)	_x_	_____
Ken Moore (6/30/13)	_x_	_____
John Phelps (6/30/12)	_x_	_____

C. **APPROVAL OF AGENDA**

A motion to approve the agenda as amended was made by Francis La Poll seconded by John Phelps and passed on a vote of 7-0.

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS:

Jennifer Carlstrom, Molly Black & John Rascoe addressed the board.

B. For Information: Principal/Administrator's Report

Superintendent/Principal Hersey, reported on a variety of school activities including:

- Co-Curricular class sign-ups opened today for classes such as Advanced Improv, iMovie, Science of Food.
- Extra-Curricular classes that will be offered this semester include: learning Spanish through music, chess club, World of Harry Potter, Junior Olympics.
- End of trimester ends this week; report cards go home next week except for 5th grade (this week)
- Open enrollment for 2012-2013 just closed. Preliminary data shows that we have nearly 750 applications reflecting a 15% increase from the previous year. There are enough applications to fill thirteen Kindergarten classes and there has been a tremendous increase in demand for the middle school program.

- C. For Information: Board/Staff Discussions
Andrea Eyring reported that the Finance Committee met. The committee reviewed current year financial status as well as a quick look at the situation for next year. State funding cuts for the 2011-12 school year may not be as extreme as originally anticipated. The initial look at the Governor's budget for next year is a "mixed bag" so schools like BCS do not quite know what it'll mean. The governor's budget for next year relies on passage of a sales tax measure where the vote won't take place until November, so significant mid-year cuts may take place.

III. CONSENT AGENDA ITEMS

The Superintendent/Principal recommends approval of all consent agenda items.

1. **Minutes** Approval of Minutes from the January 23, 2012 Board meeting.
2. **Minutes** Approval of Minutes from the January 28, 2012 Special Board meeting.
3. **Minutes** Approval of Minutes from the February 2, 2012 Special Board meeting.

APPROVAL OF CONSENT AGENDA

Consent items #1-3 were passed by a 7-0 vote on a motion to approve by Francis La Poll, seconded by Anne Marie Gallagher.

IV. INFORMATION/ACTION ITEMS

1. **Bullis Charter School - Strategic Plan**

Leaders of the Action Teams, members of the Action Teams, and members of the Strategic Planning Committee presented the new BCS Strategic Plan, Strategies, and Action Plans.

Superintendent/Principal Hersey reminded the Board that this process started in the spring of 2011 with the meeting of the 30-member Strategic Planning Team. After reviewing & discussing the initiatives, the Team identified changes (external & internal), confirmed BCS's Strategic Intent, and identified Critical Issues before setting out to refresh the Strategies. The Team's recommendation was to retain Strategy III and create four new Strategies:

- I. We will build organizational capacity to promote sustainability, vitality, balance, and quality.
- II. We will establish our unique relevance in and serve the broader educational reform community.
- III. We will create an environment and process that finds, attracts, develops, and retains the highest quality of staff.
- IV. We will engage all parents in joyful, active partnership to support their children and the BCS mission.
- V. We will foster positive relationships with our constituents and communities to reinforce our value to them.

Led by Action Team Leaders, over 45 parents, staff, and community members worked throughout the fall to develop Action Plans. These were brought back to the Strategic Planning Team to ensure alignment with the overall BCS Strategic Plan; some plans were combined, others were modified, and several were eliminated.

Strategy I : Christina Mireles, Team Leader, explained that that team went through six steps to develop their Action Plans including deconstructing the strategy, identifying all relevant information before starting to create the action plans, researching, drafting result statements and refining these. All decisions were made on a consensus model.

Strategy I Action Plans:

1. We will create a map to reflect the skills, responsibilities, and backup for all constituents while drawing on best practices in education.
2. We will have a documented communication process that:
 - a. Is unambiguous;
 - b. Is easily accessible by all constituents; and

- c. Guarantees consistency and accuracy in messaging
- 3. We will have experienced, long-term management to inventory skills of, recruit, manage, and retain the volunteer pool.
- 4. We shall maintain an appropriately secured, organized living archive based on a common method of indexing where members present and future can access relevant information from anywhere.
- 5. Achieve public funding equity within our district.
- 6. We will have a school-wide bullying prevention curriculum that instills a pro-social culture and is embedded throughout the school's program.

Strategy II: Kara Park and Jessica Lura, Team Leaders, shared that their 13-member team comprised of 3 staff members, 8 parents, and 2 board members, met every week for 1.5-3.0 hrs. They first determined how Strategy II supported the BCS mission statement and then defined the strategy itself. Questions that needed to be answered were identified before the team prioritized and split up the research including: learned about curricular reform; studied dozens of schools, invited guest speakers including SCCOE Board President Joseph DiSalvo and Jennifer Carolan, New Schools Venture Fund. From there around 60 "actions" were brainstormed that were categorized into 10 areas, the basis for the Result Statements. The Results Statements, cost/benefit analysis, and action steps were all reached by consensus by the entire team. The team felt that the Result Statements helped define BCS and spoke to the school's unique relevance in the educational reform movement.

Strategy II Action Plans:

- 1. Publish, maintain, and distribute documentation on BCS curricula, teaching practices, and organizational structure and processes to a broad constituency.
- 2. Send representatives regularly to education conferences to share BCS curricula, teaching practices, and organizational structure and processes.
- 3. Establish a summer bridge program to promote the academic, social and emotional growth of underserved K-8 students who feed into the Mountain View Los Altos School District.
- 4. Provide workshops for teachers and administrators about BCS curricula, teaching practices, and organizational structure and processes.
- 5. Implement a teacher/leader residency program, which uses BCS as an extensible model for teacher empowerment and professionalism and effective delivery of higher level teaching skills.
- 6. Conduct a feasibility study for expanding BCS beyond a single-site school in Santa Clara County.
- 7. Partner with a school of education to create a mutually beneficial relationship.

Strategy III: Superintendent/Principal Hersey updated the Board on the progress of the three Action Plans that had been adopted in 2010-2011. The Leadership Team, comprised of Superintendent/Principal Hersey, and team leaders, Lisa Stone, Jessica Lura, Lauren Graham, and Jennifer Anderson-Rosse, has been meeting every week and a portion of almost every staff meeting including the January staff development day have been allocated to work on these Action Plans. Consensus has been reached on the staff-created Continuum that is aligned to the BCS Mission Statement and presently, the staff is working on identifying the "evidence" that determines placement on this Continuum. Lisa Stone contributed that an added component that has come out of this work are the in-depth discussions and analyses on "evidence of good instructional practices" and all outcomes has been based on student achievement.

Strategy III Action Plans:

- 1. All staff will be hired based on a recruitment process that ensures alignment with the BCS mission and culture.
- 2. All staff will be evaluated and compensated on a school-wide performance-based model
- 3. All teachers will participate in collaborative efforts to improve the school via a network of committees and chair-people

Strategy V: Martha McClachie & Lisa Stone, team leaders, shared that the team met every Wednesday from 7:30 pm to approximately 11:30 pm. All decisions were arrived on a consensus basis and focused on developing students and the staff. The team felt that the renewal of the charter was timely as it was an opportunity to highlight BCS and the work the school does for the outside community. Francis La Poll recommends that BCS continues to share its best practices with other educators; John Phelps felt that the strategic planning process is

Strategy V Action Plans:

1. Design and implement a teacher-to-teacher collaborative hosted by BCS around the topic of individualize goal-setting, implementation of PBL units, and design thinking.
2. Design an educational leadership academy to assist and train school, district, county, and state educational leaders in site-based decision-making and strategic planning.
3. Involve BCS teachers and students in a series of educational, collaborative projects with a sister school in Santa Clara County whose mission it is to close the achievement gap.
4. Host an annual forum highlighting BCS's program and the benefits of charter schools to the community at-large.
5. Deliver annual presentations to various local community groups that communicate our value to them and to the greater community.
6. Develop and launch an alumni relations program with the intent of informing them about and engaging them in BCS activities and events.
7. Develop a community summer school program to extend the BCS experience across Santa Clara County.

Strategy II, Action Plan 6 was amended to read: Conduct a feasibility study for expanding BCS in north Santa Clara County, focusing in particular on the areas served by the Mountain View-Los Altos High School District and the Los Altos School District.

Janet Medlin moved to adopt Strategy I, II, III and V, as amended. With a second from John Phelps, the motion passed on a vote of 7-0.

2. Proposition 39 Update

Andrea Eyring reported that nothing for the current school year has changed. She has been trying to secure a science room from 8:00 – 9:05 am on Wednesdays at Egan when they are not in session for the BCS eighth grade students, who presently still do not have a lab for their chemistry studies, to use but to no avail.

Janet Medlin informed the Board that the Preliminary Offer from LASD has been received. Member Eyring shared that the proposal is to split BCS over two sites: the Egan camp site and 2 classrooms at Blach. The Preliminary Offer does not indicate the number of classrooms for the camp site and LASD has not responded to Member Eyring's questions.

3. Confidential Disclosure Agreement

A confidentiality agreement for privileged communication between Bullis Charter School and the Los Altos School District was shared. This agreement is being proposed by LASD Trustee Doug Smith and their counsel; either party may terminate the agreement. Anne Marie Gallagher questioned whether this condition is required for discussions to take place. David Spector shared that BCS is not requiring discussions to be conducted under a confidentiality agreement and has indicated to LASD that BCS is willing to communicate openly, but BCS is trying to accommodate LASD's request.

A motion to approve the Agreement Regarding Confidential, Privileged Communications was made by John Phelps, seconded by Peter Evans. The motion failed on a vote of 3-3-1.

V. CLOSED SESSION

The Board adjourned to Closed Session to consider and/or take action upon any the following items:

1. Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9)

Bullis Charter School vs. Los Altos School District

Case No. S198465

2. Anticipated Litigation (1 Case)(G.C. 54956.9)

VI. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

The meeting was reconvened to open session at 11:39 pm. Board Chair, Ken Moore, reported that no action had been taken.

VII. FUTURE AGENDA ITEMS

- Expansion

VIII. ADJOURNMENT

The meeting was adjourned by Board Chair, Ken Moore, at 11:39 pm.