

AGENDA

BOARD OF DIRECTORS BULLIS CHARTER SCHOOL

**102 West Portola Avenue, Los Altos, CA 94022
Room 35**

**December 3, 2018
7:00 pm**

Regular Board Meeting

I. PRELIMINARY

A. **CALL TO ORDER**

Meeting was called to order by the Joe Hurd, Board Chair, at 7:01 p.m.

B. **ROLL CALL**

		Present	Absent
Ben Byon	(6/30/21)	_X_	_____
Andrea Eyring	(6/30/19)	_X***	_____
Joe Hurd	(6/30/21)	_X_	_____
David Jaques	(6/30/20)	_X_	_____
Francis La Poll	(6/30/21)	_X**_	_____
Clara Roa	(6/30/20)	_____	_X_
Ann Waterman Roy	(6/30/19)	_X*_	_____
Trenna Sutcliffe	(6/30/20)	_X_	_____
Rich Ying	(6/30/19)	_X_	_____

*Ann Waterman Roy arrived at 7:03 p.m.

**Francis La Poll arrived at 7:20 p.m.

***Andrea Eyring arrived at 7:51 p.m.

C. **APPROVAL OF AGENDA**

A motion to reorder the agenda, moving item IV.7 up to IV.2 was made by Rich Ying, seconded by Trenna Sutcliffe and passed by a vote of 5-0.

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS:

No one wished to address the Board.

B. For Information: Principal/Administrator's Report (Bullets)

Principal Cynthia Bricton shared the following:

- December is “musical month” at BCS, with the student’s largest concert, BCS Winter Choral Concert, taking place at the United Methodist Church of Palo Alto on December 7.
- The school’s two musicals, written by Jocelyn Pickett, were fantastic. The 1st – 3rd grade students participated in “Broadway Showstopper” and the 4th and 5th grade students participated in “Heroes and Villains: A Musical Revue.”

- BCS had its first smoke day of the year on Friday, November 16. The leadership team is currently looking into where that day can be added. They will meet in January and come back to the Board with the proposed date to add.
- Teachers are fine tuning IEPs and honing in on each student's specific needs at BCS.

C. For Information: Board/Staff Discussions

Board Member, David Jaques, shared updates about Bullis Mountain View (BMV). He shared that the hearing will take place this upcoming Thursday, December 6. The Mountain View Whisman School District Board will hold a brief closed session and then the Bullis Mountain View team will present at 6:15 p.m. He encouraged BCS supporters to attend. Additionally, he shared that the team was thrilled to hear back about their Prop 39 request as the District accepted their enrollment projections. The Board will make a final decision about BMV's charter petition on Thursday, December 20, 2018.

Board Chair, Joe Hurd, thanked his fellow Board members for their feedback around meeting structure and norms at the November board retreat. These will be implemented at upcoming meetings.

Board Member, Tenna Sutcliffe thanked all of the staff and volunteers who helped with the New Family event series. She reported that there was a great turnout for these events and has since interacted with new families who were highly impressed with the events.

III. CONSENT AGENDA ITEMS

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

1. Minutes Approval of the Minutes from the November 5, 2018 Board meeting

Chair Joe Hurd noted the following changes:

- Kelly Abrams' names is misspelled (page 2)
- Tenna Sutcliffe's name is misspelled (page 3)

A motion to approve the agenda item III.1, as amended, was made by Ann Waterman Roy, seconded by Ben Byon, and passed by a vote of 6-0-1 (David Jaques abstained).

2. Minutes Approval of the Minutes from the November 9, 2018 Special Board meeting

A motion to approve the agenda item III.2 was made by David Jaques, seconded by Ann Waterman Roy, and passed by a vote of 7-0.

3. Check Register Approval of the October 2018 Check Register

A motion to approve the agenda item III.3 was made by Ann Waterman Roy, seconded by David Jaques, and passed by a vote of 7-0.

IV. INFORMATION/ACTION ITEMS

1. Mission Moments – China Trip

Director of Strategic Initiatives, Jessica Lura, and Mandarin teacher, Qinglin Yang, recapped the 8th grade non-programmatic China Trip. Ms. Lura shared that while in Chengdu and Dujiangyan, students had the opportunity to work with scientist at the Chengdu Panda Base, Panda Valley, and the Animals Asia Moon Bear Rescue Center. They also visited BCS's sister schools: Chengfei Experimental Primary School, Chengdu Experimental Primary School, Yulin Primary School, and the Dujiangyan Foreign Language Experimental School. Students also participated in a variety of cultural activities including cooking lessons, Chinese variety shows, and visits to various temples.

Ms. Yang commented shared that the trip provided students many opportunities to increase their Mandarin proficiency including: formal presentations in full auditoriums, attending classes, and conversing with their Chinese buddies during and even after the trip. She has seen students returned more motivated in their Mandarin classes.

Ms. Lura added that students were able to both learn from biologists and act as biologists at the Animals Asia Moon Bear Rescue Center. They each made enrichments/devices that were put into the area in which a Moon Bear was located. Before the trip, BCS students raised \$6,000 to bring to the rescue center as a donation. Ms. Lura concluded with a few teacher reflections, sharing that 8th grade teacher, Mrs. Jessica Morgan was excited to incorporate the Chinese culture that she had experienced on the trip into her own classroom.

2. 2018-2019 BCS LCAP – Local Priorities

Melissa Christie, Assistant Principal, presented to the Board measures of progress for BCS 2018-2019 LCAP Local Priorities as required by Santa Clara County Office of Education.

Ms. Christie walked through Priorities 1-3 and 6-7 and shared that Priorities 4 and 5 are reported by the state. In each of the Priorities, she shared that BCS had met standards, and this information was submitted on November 16, 2018. She added that because this is an ongoing dashboard, information/data can be updated at any point throughout the year.

3. Financial Update

Trevor Skelton, Edtec, provided a review of BCS' 2018-2019 year-to-date financials.

- BCS has received 1.8 million in total revenue, about \$700,000 below budget due to late payment from LCFF.
- The \$3.1 million in total expenses is tracking about \$150,000 above budget due to consultants/timing.
- Vacancy and benefits savings have been offset by increased SpEd contractors spending.

Board Member Francis La Poll expressed concern about the significant spending on SpEd contractors. Board Members Ann Waterman Roy and Trena Sutcliffe mentioned that as part of the Special Education Task Force, they are exploring other sources of SELPA, in hopes of putting a more cost-efficient SpEd system in place.

4. 1st Interim Financial Report 2018-2019

The Board reviewed the 2018-2019 1st Interim Report for approval. Trevor Skelton, EdTec, shared that all expenses are on track. The Board discussed moving December meetings closer to the 15th of the month in order to provide the Finance Committee enough time to compile the necessary data and the Board substantial time to review them.

A motion to approve the 2018-2019 1st Interim Report was made by Andrea Eyring, seconded by Ann Waterman Roy, and passed by a vote of 7-0-1 (Joe Hurd abstained).

5. 2017-2018 Independent Auditor's Report

The Board reviewed the draft Bullis-Purissima Elementary School's Audit Report and Financial Statements for the year ended June 30, 2018 prepared by CLA (CliftonLarsonAllen).

Board members noted the following changes:

- Remove "For the purpose of offering public charter schools" (page 7)
- "The State" should be capitalized (page 9, "Income Taxes")
- Report date gets incorporated into final version
- Add "facility use" to five-year agreement (page 11, note 5)
- Add "facility use" before lease payments (page 11, note 5)

- Capitalize “Establish” (page 12, note 9)
- Add “County” to Santa Clara Board of Education (page 14)

A motion to approve the Bullis-Purissima Elementary School’s Audit Report and Financial Statements for the year ended June 30, 2018, as amended, was made by David Jaques, seconded by Ann Waterman Roy, and passed by a vote of 7-0-1 (Joe Hurd abstained).

6. Financial Analysis

The Board members had an opportunity to provide input on potential financial analysis the Finance Committee may take on this year. Andrea Eyring requested the group share financial reporting that the Board might find useful.

Board Member Ann Waterman Roy requested a financial report around the Special Education budget. She wanted to see the financial implications of BCS’ current SELPA versus joining other SELPAs such as El Dorado. She wanted the committee to consider grouping the report with Bullis Mountain View, to understand the benefits of partnering and sharing costs.

Board Member Francis La Poll requested a sensitivity analysis around what size endowment would be necessary to bridge the gap and build a new campus.

Board Chair Joe Hurd requested a breakdown of operating costs for three campuses. Board Member Ann Waterman Roy added that a more robust report of operating costs would be helpful as BCS is reorganizing itself. She shared that the school is getting bigger so she wanted to see what the organization will look like financially and perhaps on three campuses.

7. Finance Committee Members

Andrea Eyring, Treasurer, brought to the board the recommendation of Aileen Tang, Bullis Boosters Club’s representative, to serve on the 2018-2019 Finance Committee for formal appointment.

A motion to appoint Aileen Tang to the Finance Committee was made by Francis La Poll, seconded by Ann Waterman Roy, and passed by a vote of 8-0.

V. CLOSED SESSION

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

- 1. Conference with Legal Counsel – Anticipated Litigation (Gov. Code §54956.9(d)(2) and (4).)**
- 2. Public Employee Performance Evaluation (Section 54957)**
Founding Superintendent

VI. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION

The meeting was reconvened to open session at 9:45 pm. Joe Hurd, Board Chair, reported that no action had been taken.

VII. ADJOURNMENT

The meeting was adjourned by Joe Hurd, Board Chair, at 9:47 pm.