



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

January 26, 2017

SENT VIA EMAIL

Mr. John Phelps, Board President
Bullis Charter Schools
102 W. Portola Avenue
Los Altos, CA 94022

Dear Mr. Phelps,

On November 18, 2016, staff from the Santa Clara County Office of Education (SCCOE), Charter Schools Office conducted an oversight checklist review and site visit at Bullis Charter School (Bullis). This annual oversight visit fulfills the SCCOE's site visit responsibility as the authorizer of Bullis. During the visit, staff assessed the following areas:

- Governance/ School Operations and Management
- Enrollment
- Instruction
- Financial Reporting
- Human Resources (visit conducted separately)

I want to thank you for your cooperation and support of this annual oversight visit and submission of requested documents including periodic financial reports. I also want to express my appreciation to the Leadership Team of Wanny Hersey, Susan Von Felton and Jennifer Anderson-Rosse, staff, parents and students for their cooperation and assistance while our staff was on campus.

I am pleased to report that there were no significant findings of non-compliance with Education Code. A summary report of staff's oversight checklist is attached for your information. The Charter Schools Office (SCCOE) Staff will follow-up to review resolutions to the findings. Bullis staff is to be commended for their active review of student performance and the fostering of a culture that allows parents to proactively support their students.

Please be assured that staff at SCCOE is available to support you. Any questions you may have concerning this oversight review may be addressed to Michelle Johnson, Ed.D., Charter School Administrator at (408) 453-3602, Vickie Teshin-Anderson, Charter School Administrator at (408)453-4332, David Wong, Charter School Administrator at (408) 453-3603 or Khristel Johnson, Charter School Director at (408) 453-3605.

Sincerely,

A handwritten signature in blue ink that reads "Jon R. Gundry".

Jon R. Gundry
County Superintendent of Schools

Enclosure

cc: Wanny Hersey, Superintendent Bullis Charter School



Bullis Charter School Oversight Checklist Summary Report

Charter Administrators: Khristel Johnson, Michelle Johnson, Ed.D., Vickie Teshin-Anderson, David Wong, Christine Carbone and Marko Mosunic

Governance/School Operations and Management:	Bullis submitted copy of By Laws and revised Conflict of Interest Code/Policy. Current Board Members submitted Form 700. Charter's current organization chart, Safety Plan, and Charter Board (and ELAC) meetings and minutes are posted on Bullis' website. Charter has posted Uniform Complaint Procedures and Suspension/Expulsion Policy. Teachers and parents feel that everyone is an equal stakeholder and that their input is valued.
Enrollment/Demographics/Parent Participation	Bullis has 825 students in grades K-8. 47% are Asian/PI. 28% is White. 12% are Hispanic. 11% of students are designated as English Language Learner (ELL). 4% of students are designated as special education eligible. Current Application Forms are posted on website and charter provided current Admission and Lottery Policy. Bullis has a large booster club that supports both campuses and a parent group specifically to support the middle school program. Parents are actively involved in the Strategic Planning process. They feel they are able to drive change by providing research based evidence that supports best practices and that the governing board is flexible and responsible to its constituents.
Instruction:	<p>Charter school is following its curricular and instructional plan as presented in the approved charter. Special education and ELL students' needs are being addressed. Charter School has submitted LCAP defining goals and actions aligned to the 8 State Priorities and is implementing the plan. Curriculum Maps, English Learner (EL) Plan and current Professional Development (PD) Plans were provided. Staff appreciates the collegiality they experience working at Bullis Charter School. They believe the high level of collaboration allows them to work efficiently and follow things through. Teachers from both campuses work together face to face, via video chats and other digital collaboration platforms to address long term plans and weekly goals. SCCOE staff observed a developed system of mentoring and support for new teachers.</p> <p>Parents that were interviewed from both campuses agree that the school is creating "people," preparing their children to be successful in life. Students are encouraged to take risks, problem solve and communicate effectively.</p> <p>SCCOE staff observed students problem solving across content areas, communicating with peers effectively while working in small groups and showing an elevated comfort level when speaking with adults.</p>

	Bullis functions as a school of SCCOE for special education purposes. Bullis has its own special education manager and teaching staff in addition to the resources from SCCOE. Special education students are supported through a SAI model with a significant amount of push in presence.
Student Performance	On the 2015-2016 SBAC performance, more than 95% of students performed at or above expectation. Bullis continues to focus on focused PD and additional internal assessments during the 2016-2017 school year to help continue its student centered focus.
Financial Reporting:	Charter has submitted the First Interim Report as of December 15, 2016. SCCOE is in the process of reviewing the First Interim Report, otherwise there are no financial concerns to date. To ensure the highest level of support to your school, it is vital that monthly financial reports are submitted in a timely manner.
Human Resources:	The charter school has documentation of fingerprint and background checks on all employees. SCCOE HR has delineated 1 instance of misalignment between staff and assignments; Bullis has 30 days to remedy the assignments.

Reminder: SARC update to be posted on website by February 1st and submitted to CDE.

Follow-up: 30 day HR review. The Charter Staff may conduct unannounced visits in the spring.