

**MINUTES**

**BOARD OF DIRECTORS  
BULLIS CHARTER SCHOOL**

**102 West Portola Avenue, Los Altos, Ca 94022**

**December 5, 2016**

**6:30 pm**

**Regular Board Meeting**

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by John Phelps, Board Chair, at 6:39 pm.

**B. ROLL CALL**

		Present	Absent
Jennifer Carolan	(6/30/17)	__x*__	_____
Tom Dennedy	(6/30/17)	__x__	_____
Andrea Eyring	(6/30/19)	__x__	_____
Joe Hurd	(6/30/18)	__x__	_____
David Jaques	(6/30/18)	__x__	_____
Francis La Poll	(6/30/18)	__x__	_____
John Phelps	(6/30/18)	__x__	_____
Ann Waterman Roy	(6/30/19)	__x__	_____
Rich Ying	(6/30/19)	_____	__x__

\* Jennifer Carolan arrived at 7:12 pm.

**C. APPROVAL OF AGENDA**

A motion to approve the agenda by Andrea Eyring, seconded by Francis La Poll, and passed by a vote of 7-0.

**II. COMMUNICATIONS**

**A. ORAL COMMUNICATIONS**

No one wished to address the board

**B. For Information: Principal/Administrator's Report**

Interim Principal Susan von Felten reported:

- We have had two outstanding plays with 4 performances for each campus for a total of 16 shows
- The annual Winter Choir Concert will be taking place this Wednesday with over 200 students participating
- There will also be two K-5 Winter Concerts, one for each site, with staggered times so that there will be enough seating for parents and family members.
- The Holiday sing-a-long will be taking place on the Friday before break with two K-5 sing-a-longs and one for grades 6-8 at the end of which the BBC will be serving hot chocolate.

Assistant Principal Jennifer Anderson-Rosse reported:

- The 3<sup>rd</sup> session for the Teacher cohort of the BCS/SCCOE STEAM Practicum was held last week. Participants heard from student and teacher panels as well as learned how to align PBL units with the new science standards.
- 1<sup>st</sup> trimester report cards are being completed

Founding Superintendent Wanny Hersey reported:

- Open enrollment Parent Information Nights were held for the K-5 and Middle School programs. Both were very well attended. The elementary event was standing room only.
- The Santa Clara County Office of Education's Charter School department conducted its fall monitoring visit. The process included touring classrooms, reviewing documents, and interviewing students, parents, and staff. The feedback was very positive as the site visitation members were able to validate that the BCS program reflects what is written in its charter.

D. For Information: Board/Staff Discussions

Member Joe Hurd shared that he attended the grades 1-3 Snow White performances at the North campus and congratulated the cast and crew.

Member Ann Waterman Roy shared that she has a 1<sup>st</sup> grader who will be in the south campus productions and is looking forward to those shows.

Chair John Phelps reported that he, along with Andrea Eyring, Ann Waterman Roy, and Rich Ying, attended the LASD Board meeting and read the BCS Board's letter for the record. The LASD Board voted to not pursue the 5150 El Camino Real property.

### III. CONSENT AGENDA ITEMS

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

- 1. Minutes** Approval of the Minutes from the June 6, 2016 Board meeting  
A motion to approve consent agenda item #1 was made by Andrea Eyring, seconded by David Jaques, and passed by a vote of 6-0-1 (Ann Waterman Roy abstaining).
- 2. Minutes** Approval of the Minutes from the September 12, 2016 Board meeting  
A motion to approve consent agenda item #2 was made by Ann Waterman Roy, seconded by Joe Hurd, and passed by a vote of 6-0-1 (Francis La Poll abstaining).
- 3. Minutes** Approval of the Minutes from the September 26, 2016 Special Board meeting  
A motion to approve consent agenda item #3 was made by David Jaques, seconded by Andrea Eyring, and passed by a vote of 6-0-1 (Ann Waterman Roy abstaining).
- 4. Minutes** Approval of the Minutes from the October 10, 2016 Board meeting  
Correction to Agenda Item IV.1. Rich Ying was not voted onto the Finance Committee. A motion to approve consent agenda item #4, as amended, was made by David Jaques, seconded by Andrea Eyring, and passed by a vote of 6-0-1 (Joe Hurd abstaining).
- 5. Minutes** Approval of the Minutes from the November 4, 2016 Special Board meeting  
A motion to approve consent agenda item #5 was made by Ann Waterman Roy, seconded by Francis La Poll, and passed by a vote of 7-0.
- 6. Minutes** Approval of the Minutes from the November 7, 2016 Board meeting  
A motion to approve consent agenda item #6 was made by Francis La Poll, seconded by Ann Waterman Roy, and passed by a vote of 6-0-1 (Joe Hurd abstaining).
- 7. Minutes** Approval of the Minutes from the November 13, 2016 Special Board meeting  
Correction to Agenda Item I.B. Francis La Poll was absent. A motion to approve consent agenda item #7, as amended, was made by Andrea Eyring, seconded by Ann Waterman Roy, and passed by a vote of 5-0-1 (Francis La Poll and David Jaques abstaining).

8. **Check Registers** Approval of the BCS September 2016 Check Register  
A motion to approve consent agenda item #8 was made by Andrea Eyring, seconded by David Jaques, and passed by a vote of 7-0.
9. **Check Registers** Approval of the BCS October 2016 Check Register  
A motion to approve consent agenda item #9 was made by Andrea Eyring, seconded by David Jaques, and passed by a vote of 7-0.

#### IV. INFORMATION/ACTION ITEMS

##### 1. **Strategic Initiatives Report**

Director of Strategic Initiatives and Partnerships, Jessica Lura, updated the Board on some of the school's key achievements and grants (i.e. NAESP, Common Sense Media, NOA, etc.), partnerships (i.e. Cisco Hackathon, Microsoft Code-a-thon, Google G. Suite Workshops, etc.), and initiatives/opportunities (i.e. CDE Global Education Summit, NSTA presentations, White House MakerFaire, etc.).

##### 2. **Bank Street Sustainable Project**

Karen DeMoss, Director, and Brigid Fallon, Project Analyst, from the Bank Street Sustainable Project provided an overview of and the objectives for the case study they are conducting on the BCS Associate Teacher (AT) program. They are interested in the BCS program as a model of what's working systemically in public education in order to improve teacher quality and retention. They will be spending two days at BCS studying the AT program and interviewing staff, especially those directly involved or have had experience with Associate Teachers.

##### 3. **Primer on Charter School Finance**

Yoon Cheng, EdTec, provided an overview of charter school finances including the key drivers and schedule for the local control funding formula as well as how enrollment and attendance impacts the school's revenues.

##### 4. **Financial Update**

Yoon Cheng, EdTec, updated the Board on BCS's financials for the first quarter of 2016-2017 fiscal year including an overview of the Governor's final budget:

- Increased ongoing funding for implementation of the LCFF
- Closed the remaining gap between a school's actual LCFF funding and its target rate by 54.18 percent (slightly down from the 54.84% proposed in the May Revise)
- No Cost of Living Adjustment over the 2015-16 targets
- Eliminated all inter-year deferrals
- "The Final Budget also approved spending on other K-12 programs providing a total of \$3.2 billion for one-time discretionary funds (approx. \$210 per ADA). This is down from the \$233/ADA proposed in the May Revise.

BCS's revenues and expenditures are on track with a projected operating income decreased by \$13K since June's approved budget. The Finance Committee has reviewed the first quarter financials. With a projection for a "break event" budget, the committee is not recommending a budget revision.

##### 5. **1st Interim Financial Report 2016-2017**

The Board reviewed the 2016-2017 1<sup>st</sup> Interim Report (cut-off date of October 31, 2016). The funding rate, using the FCMAT LCFF calculator 2016-2017 FY is \$7,444 per ADA.

Andrea Eyring moved to approve the BCS 1<sup>st</sup> Interim Financial Report 2016-2017. With a second from Ann Waterman Roy, the motion passed with a vote of 8-0.

**6. 2015-2016 Independent Auditor’s Report**

Finance Committee Chair, Andrea Eyring reported that the draft Bullis-Purissima Elementary School’s Audit Report and Financial Statements for the year ended June 30, 2016, as prepared by Vicente, Lloyd & Stutzman was reviewed by the Finance Committee at its last meeting. As it was a clean audit with no weaknesses noted, the Finance Committee is recommending adoption of this report.

Chair John Phelps thanked Yoon Cheng, Andrea Eyring, and all the Finance Committee members for their work.

Francis La Poll motioned to adopt the Bullis-Purissima Elementary School’s Audit Report and Financial Statements for the year ended June 30, 2016, as prepared by Vicente, Lloyd & Stutzman. The motion was seconded by David Jaques and passed by a vote of 8-0.

**7. Principal/Director of Instructional Services Search**

Founding Superintendent Wanny Hersey shared that there were two Finalists for the Principal/Director of Instructional Services position. During the first round of interviews, the candidates spent two days at BCS. They were formally interviewed by a committee comprised of staff, parents, and Board members. The candidates also had the opportunity to meet with parents, staff, and the BCS Leadership Team, tour the school, visit classrooms, and attend an Open Enrollment Parent Information night.

Subsequent to this, each candidate was interviewed by Board Chair John Phelps, Member Ann Waterman Roy, Member Jennifer Carolan, Member David Jaques, Founding Superintendent Hersey, and Interim Principal Susan von Felten.

The last step of the interview process will be a site visit to the finalist’s place of work. Founding Superintendent Hersey reported that the new Principal/Director will start in January 2017.

**8. BCS Strategic Planning Goals**

Francis La Poll moved to adopt of the following Action Plans from Strategy V (*We will identify and attract enduring, diverse funding sources to realize BCS’s Goals and aspirations*) of the BCS 2015-2020 Strategic Plan:

- Action Plan #2: BCS receives full and fair public funding
- Action Plan #3: Support the Foundation and its efforts

The motion was seconded by Tom Dennedy and passed by a vote of 8-0.

**V. CLOSED SESSION**

The Board convened to 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)**  
Superintendent/Principal

**VI. PUBLIC SESSION – REPORT OUT OF CLOSED SESSION**

The meeting was reconvened to open session at 9:32 pm. John Phelps, Board Chair, reported that no action had been taken.

**VII. ADJOURNMENT**

The meeting was adjourned by John Phelps, Board Chair, at 9:40 pm.