

MINUTES

Approved
November 6, 2017

BOARD OF DIRECTORS BULLIS CHARTER SCHOOL

102 West Portola Avenue, Los Altos, Ca 94022

September 11, 2017
7:00 pm

Regular Board Meeting

I. PRELIMINARY

A. **CALL TO ORDER**

Meeting was called to order by John Phelps, Board Chair, at 7:03 pm.

B. **ROLL CALL**

		Present	Absent
Andrea Eyring	(6/30/19)	<u> x </u>	<u> </u>
Joe Hurd	(6/30/18)	<u> x* </u>	<u> </u>
David Jaques	(6/30/18)	<u> x </u>	<u> </u>
Francis La Poll	(6/30/18)	<u> </u>	<u> x </u>
John Phelps	(6/30/18)	<u> x </u>	<u> </u>
Clara Roa	(6/30/20)	<u> x </u>	<u> </u>
Ann Waterman Roy	(6/30/19)	<u> x </u>	<u> </u>
Trenna Sutcliffe	(6/30/20)	<u> x </u>	<u> </u>
Rich Ying	(6/30/19)	<u> x </u>	<u> </u>

* Joe Hurd arrived at 7:08 pm.

C. **APPROVAL OF AGENDA**

A motion to approve the agenda was made by Andrea Eyring, seconded by David Jaques, 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

Principal/Director of Instructional Services Cynthia Bricton shared the following:

- We had a very smooth start to the school year
- All three Back To School Nights were well-attended and it was evident everyone was excited to start the year
- At the first Walk Or Wheel ("WOW") to school, there were 240 participants, an increase from last year's high. Appreciation for the officers who were at both sites encouraging the students and handing out stickers.
- Sign-ups for the Co-Curriculars and Extra-Curriculars have taken place, wonderful and extensive choice of options for the students.
- Thank you to Kate Stephens for conducting the No Bully training to staff members.

Assistant Principal Jennifer Anderson-Rosse highlighted the following:

- Shared that the state is transitioning from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC). The CELDT will be administered for the purpose of initial identification only in 2017-2018; in spring 2018, the ELPAC Summative Assessment will be used. Starting July 1, 2018, the ELPAC will be used for Initial Assessments.

Founding Superintendent Wanny Hersey shared the following:

- Congratulations to Andrew Lipson, Art Specialist, for being BCS's recipient for the 2017 Cares & Shares award, for exemplifying "the spirit, work ethic, and creativity of the education field."
- Planning for the 2018 BCS Invitational Charter Schools Junior Olympics kicked off with a steering committee meeting. Joseph Stark will be co-chairing this event with Superintendent Hersey with other BCS staff members: Debra Burke, Gillian Boal-Thowson, Jonee Carvalho, David Belles, Liz Ellison, Kitty Chiu, and Aumi Wesley also taking on leadership roles.
- The CDE has announced that the public release of the California Assessment of Student Performance and Progress (CAASPP) test scores is tentatively scheduled to take place during the week of Sept. 18.
- Superintendent Hersey will be serving as a Reach Capital Educator Advisor on a pro-bono basis.
- Superintendent Hersey volunteers as a California Charter Schools Association mentor for the new principal at Ross Valley Charter School.
- Alumni news: Thrilled to watch Savannah Swan perform in *Così fan tutte* at the San Jose Opera. Allison Schynert visited BCS and spoke to the 8th grade students, encouraging them to continue being active in the arts and to take advantage of all the co-curricular and extra-curricular opportunities offered at BCS.
- The BBC has extra monies that they wanted to direct toward staff's priorities of purchasing kilns for both campuses, shade for the students, and grass for the Kindergarteners.

D. For Information: Board/Staff Discussions

David Jaques shared that Linden Tree Book Store was proud to host the 1st grade students on their field trip to the store to research businesses as part of their KidTown PBL.

Joe Hurd shared that he was honored represent the Board and speak at the Back To School Night at the north campus. He enjoyed the testimonials from BCS Alums that Superintendent Hersey shared.

Trenna Sutcliffe shared that she was floored by the breadth of wonderful co-curricular classes that the students had to choose from. There were so many: art, math, gardening, etc, that her kids couldn't decide what they wanted to choose.

Ann Waterman Roy concurred that the students were fortunate to have opportunities to choose between so many great options, and that there were no bad choices.

Andrea Eyring reported that she attended the Middle School Orientation, the Back To School Nights at South campus, as well as the one for the Middle School; each was very successful with lots of positive energy. She thanked the BBC for all their efforts supporting the staff.

John Phelps thanked the board members who attended the New Family Reception, especially member Hurd whose birthday was that evening. All the new families felt very welcomed.

III. CONSENT AGENDA ITEMS

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

1. **Minutes** Approval of the Minutes from the June 5, 2017 Board meeting.
2. **Minutes** Approval of the Minutes from the June 20, 2017 Special Board meeting.
3. **Minutes** Approval of the Minutes from the August 14, 2017 Board meeting.
4. **Open Enrollment** Approval of the 2018-2019 Open Enrollment Dates.
5. **16-17 Unaudited Actuals** Approval of the 2016-2017 BCS Unaudited Actuals.

A motion to approve consent agenda item III.1. was made by Ann Waterman Roy, seconded by Andrea Eyring and passed by a vote of 5-0-3 (David Jaques, Clara Roa, and Trenna Sutcliffe abstained).

A motion to approve consent agenda item III.2. was made by Ann Waterman Roy, seconded by Andrea Eyring and passed by a vote of 6-0-2 (Clara Roa, and Trenna Sutcliffe abstained).

A motion to approve consent agenda items III.3. 4. & 5. was made by Ann Waterman Roy, seconded by Andrea Eyring and passed by a vote of 8-0.

IV. INFORMATION/ACTION ITEMS

1. Middle School Back-To-School Night

Ted Grinewich-Yonashiro and Alli Kustin, middle school teachers, shared how the middle school team re-designed the Back-To-School night experience for parents. Videos for every class had been developed so that the evening was demonstrative of a “flipped” class. Parents were encouraged to view the videos before the evening and their questions were addressed at the Back To School Night general session. Parents were also able to engage in the design thinking process as well as learn how to set SMART goals like all BCS students are required to do.

John Phelps, Board Chair, expressed his appreciation for the teachers’ commitment to continuous improvement, and member Joe Hurd commended the team on the informative and well-crafted videos.

2. IO Education

Annicc Weinstein, EdTec, provided an overview of the IO assessment management system and how BCS will use it to track and report data multiple types of performance data and subgroups.

3. Strategic Planning Action Team VI Update

We will positively impact more students through the strategic sharing and replication of our innovative educational model.

Action Plan #1: Open a nearby school in Santa Clara County that serves a high number of FRLP-eligible students. Spring 2016-2017

Jennifer Anderson-Rosse & Grace Yang, Action Plan Team VI Leads, updated the Board on this strategy.

4. Facilities and Settlement Agreement with LASD Update

Wanny Hersey reported that representatives from BCS and LASD met last week, the first of the quarterly meetings for the 2017-2018 school year. Founding Superintendent Hersey noted that the processes for the staff to work and plan together are working smoothly. Some new projects that were discussed included:

- BCS received approval from Randy Kenyon and Steve Taglio to work with Marlene Shafran to install kilns at both campuses, grass for the Kindergarten play area at the north campus, and shades for the lunch serving and waiting areas at the north campus.
- LASD representatives were amenable to BCS converting a space presently used for storage (and the only place with trees) into a play space with a play structure as well as replacing or upgrading an old structure that is falling apart with a new one. Superintendent Hersey will bring plans for these structures to the LASD board for approval.

Member Andrea Eyring reported that the following had also been addressed:

- Schools have coordinated fire and emergency drills.
- BCS is providing info to LASD as agreed upon in the 5-year agreement which should also meet the requirements for the parcel tax.
- December, March, and June meeting dates have been set for this year.

5. Agreement Between Los Altos School District and Bullis Charter School for a Multi-Year Charter School Facilities Solution and For Resolution and Cessation of Existing Legal Proceedings

The Board discussed the representatives who would begin work on the next steps of the agreement between BCS and LASD. Members Francis La Poll, Andrea Eyring, and Rich Ying were proposed for their expertise, a final decision will be made at the next board meeting.

6. Finance Committee Members

Andrea Eyring, Treasurer & Finance Committee (“FC”) Chair, shared that the BCS Financial Policies state that BCS will constitute a Finance Committee that shall include members of the BCS Board of Directors, the Bullis-Purissima Elementary School Foundation (Foundation), the Bullis Booster Club (BBC) and the community at large. The BCS board will officially appoint all members based on recommendation by the FC Chair. Each member is expected to serve a minimum term of two years. The BCS FC is a standing committee and complies with the Board Act.

Treasurer & FC Chair Eyring acknowledged Lee Levy and Martha McClatchie for their service last year and thanked them for their knowledge, expertise, and work on the committee.

Ms. Eyring brought forth the recommendation for FC member for the 2017-2018 school year. This slate includes both new and long-term members and included representatives from BCS constituent groups:

- Andrea Eyring – BCS Board & Chair
- Jennifer Gilbert – Member at Large
- David Jaques – BCS Board Member
- Peter Jewett – Foundation Member
- Lai Fung Palatnik – BBC Member*
- Leonora Teng – Member at Large
- Louise Tsoi – Foundation Member
- Rich Ying – BCS Board Member
- Dora Yuen – Member at Large*

* New

Ms. Eyring shared information on the two new proposed members:

Lai Fung Palatnik joined Bullis Booster Club Board as the Treasurer in January, 2017. Ms. Palatnik is a licensed CPA. Prior to becoming a full time parent, she held several accounting management positions in the technology industry. Most recently, Ms Palatnik served as the Assistant Corporate Controller at Brocade Communications Systems, Inc. where she was responsible for Technical Accounting, External Reporting, General Accounting, Costs Accounting, and Payroll. Ms. Palatnik graduated from Minnesota State University, Mankato, with a degree in Accounting. Ms. Palatnik and her husband have a 3rd grader at BCS.

Dora Yuen has over 15 years of Accounting experience in private, pre-IPO and publicly traded companies’ Accounting departments, leading audits and managing different accounting functions in software, B2B, and workers company insurance companies in the Bay Area. Ms. Yuen is currently the Accounting Manager at Reltio, Inc, a private, growing, mid-size SAAS company. Before that, she took six years off to stay home and take care of her younger daughter. During that time, she volunteered in her pre-school and also actively involved, coordinated and solicited donors from various California wineries for their annual Benefit Gala. Before being a stay home mum, she was the Sr. Accounting Manager at Openlane where she managed the US and Canada Accounting departments. She was also

an Accounting Manager at Magma Design Automation (acquired by Synopsys) and Ariba Inc (acquired by SAP). Ms. Yuen has a Master of Science in Accountancy degree from Bentley University, Waltham, MA and a BBA from University of Wisconsin, Madison major in Finance and specialized in International Business. Ms. Yuen has two children, a 2nd grade and a 7th grader, attending BCS. She speaks fluent Cantonese, and some Mandarin, Shanghainese and French.

FC Eyring noted that BCS is fortunate to have a community with such talented people who are willing to share their expertise as volunteers.

Joe Hurd moved to accept the slate of recommended members to serve on the 201-2018 BCS Finance Committee. With a second from Anne Waterman Roy, the motion passed by a vote of 8-0.

7. Board Retreat

The Board discussed possible agenda items for its November 3, 2017 Board Retreat:

- Governance
- Board evaluation
- Strategy VI: Replication (governance, finance)
- Board effectiveness

V. CLOSED SESSION

The Board held a 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 10:10 pm. John Phelps, Board Chair, reported that no action had been taken.

VII. ADJOURNMENT

The meeting was adjourned by John Phelps, Board Chair, at 10:10 pm.