

**MINUTES**

**BOARD OF DIRECTORS  
BULLIS CHARTER SCHOOL**

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

**December 4, 2017  
7:00 pm**

**Regular Board Meeting**

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by John Phelps, Board Chair, at 7:04 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>  X*  </u>	<u>      </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>

\*Francis La Poll arrived at 7:16 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 8-0.

**II. COMMUNICATIONS**

**A. ORAL COMMUNICATIONS**

No one wished to address the Board.

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

*Principal Cynthia Bricton shared the following:*

- Cynthia introduced Dr. Billy Martin, BCS' new Vice Principal / South Campus Site Administrator. Dr. Martin brings ten years experience as a 5<sup>th</sup> grade teacher and holds a doctorate in Educational Leadership with a focus on equity and social justice. He has served as a principal mentor in the area of STEM practices and he is looking forward to being a part of BCS.
- The 4<sup>th</sup>/5<sup>th</sup> grades presented Young Sherlock this past weekend. Cynthia recognized the drama teachers for nurturing the students' talents in performing arts.
- The Winter Choral Concert will take place this Wednesday and the general music concerts will be held the following Tuesday and Wednesday.
- The BCS staff will hold their annual holiday party next Thursday.

*Campus Administrator Jennifer Anderson-Rosse shared the following:*

- The annual SCCOE charter monitoring will take place on Wednesday. Visitors will talk with staff, administrators and parents and visit classrooms.

C. For Information: Board/Staff Discussions

- Trena Sutcliffe congratulated Jocelyn Pickett and the students for the outstanding performances in Young Sherlock.
- Ann Waterman Roy commented on the sense of community at the cross-grade level theater productions.
- Joe Hurd remarked that the BCS drama and music programs give students the chance to explore themselves and take risks outside of the classroom.
- Clara Roa attended the downtown Los Altos tree lighting ceremony, where the BCS Sonore choir sang. She also attended the 4<sup>th</sup> grade PBL presentation on ethical habitats, where she was impressed by the students' presentation skills. Cynthia informed the Board that one of the 4<sup>th</sup> grade PBL groups from South will present their final project at the STEAM Symposium in San Francisco.
- Andrea Eyring reported that the quarterly meeting with LASD will take place this Wednesday.

III. CONSENT AGENDA ITEMS

The Principal recommends approval of all consent agenda items.

1. **Minutes**

Approval of the Minutes from November 6, 2017 Board meeting.

2. **Parcel Tax**

The Board took action to approve expenditures of the Measure GG funds for the following uses during the 2017-2018 school year:

- a. Teacher retention initiative funding
- b. Specialist teacher salaries

A motion to approve consent agenda items was made by Joe Hurd, seconded by Ann Waterman Roy, and passed 9-0.

IV. INFORMATION/ACTION ITEMS

1. **Highlights from 7th Grade Intersession**

Teacher Ted Grinewich-Yonashiro and 7<sup>th</sup> grade students provided an overview of the first trimester Intersessions. 7<sup>th</sup> graders participated in woodworking, sewing, applied arts and utilities or Engineering Design Challenge and cooking. Students will rotate at the next Intersession. Ted reported that the teachers are planning to add more time with subject experts and are developing strategies to manage the increased class size for the final Midsummer Night's Dream Intersession.

2. **Disposal of Surplus Property and Donations**

Cynthia Bricton reported that she is working with Clover and MacToSchool to sell the school's retired MacBooks and Chromebooks per Board Resolution No. 18-11-08. No action required.

3. **Financial update**

Peter Laub of EdTec provided a financial update to the board. He updated the board on the current year-to-date forecast as well as projections for one-time funds and LCFF.

4. **1<sup>st</sup> Interim Financial Report**

Peter Laub presented the 2017-2018 1st Interim Financial Report for approval. The report was reviewed by a subcommittee of the BCS Finance Committee and then the Finance Committee before

being brought forward as a recommendation to the Board. Once approved, the report is due to the county authorizer by December 15, 2017.

A motion to approve the report was made by Andrea Eyring, seconded by Joe Hurd, and approved 9-0.

**5. Audit Report**

The Board reviewed Bullis-Purissima Elementary School's draft Audit Report and Financial Statements for the year ended June 30, 2017. The report, prepared by Clifton Larson Allen, showed no findings.

A motion to approve the Audit Report was made by David Jaques with the following amendment, "Note 6: Related Party Transactions - The principal and any unpaid accrued interest will be paid by the maturity date of the note of October 31, 2020." The motion was seconded by Rich Ying and approved by a vote of 9-0.

**6. Ad Hoc Board Nomination Team**

The Board discussed the process and parameters for the ad hoc nominating team, which will be led by Andrea Eyring. Clara Roa and Ann Waterman Roy volunteered to serve on the committee.

Four members' terms will expire on June 30, 2018: David Jaques, Francis La Poll, Joe Hurd and John Phelps.

John Phelps reviewed the bylaws and outlined the nominating committee process:

*The school board consists of nine members with staggered 3-year terms. Our bylaws also require at least one community non-parent board member. Mr. Phelps, Mr. La Poll, Mr. Jaques & Ms. Eyring serve in that role. Each year when a member's term is approaching its end date, the member informs the school board of their interest to continue to serve the school or not.*

*As we will do tonight, an ad-hoc Superintendent's nominating team is formed. The Bullis Boosters Club, BPESF, and the BCS school board independently select who will serve on the nominating team each year.*

*Based on who might be leaving the school board, and with a critical eye toward what skillset and competencies are needed on the board (e.g., financial, communication, legal, negotiation, governance, policies, facilities/architectural, etc.), nominating committee selection criteria are developed. A key goal of the school is to identify and select board members that are in support of the school's vision and mission, and who are capable of providing a robust skill base in order to provide comprehensive oversight of the school.*

*The Superintendent's team will conduct meeting(s) to identify potential candidates from the parent base and the community at large. A diverse set of names (as many as about 60 on recent committees) are surfaced and then compared and contrasted for their various competencies and fit to the selection criteria. A board member who wishes to remain on the board is compared against all identified candidates as renewal of a board term is not automatic for a sitting board member.*

*After confidential discussion by the committee, potential candidate(s) are identified and contacted about their possible interest in serving on the school board. If a candidate has the interest and ability to make the necessary time available to accomplish the work of the board, their nomination is then presented to the school community as a nominee for school board at a school board meeting for public comment. The candidate is then considered for election to the board at the subsequent school board meeting.*

Francis LaPoll stated he would not seek a new board term. John Phelps, Andrea Eyring, and Clara Roa recognized Francis for his long-standing service on the Board. John Phelps also stated he would not seek a new board term.

Ann Waterman Roy suggested the nominating committee meet more than once to allow time to identify candidates, reach out to them, and report back to the committee before making any recommendations.

The Board discussed desired skills sets and competencies for the team to keep in mind while recruiting new board members. Andrea Eyring would like to make sure candidates understand the school's mission and have spent time on campus. David Jaques emphasized the importance of identifying candidates who are community members and not affiliated with BCS. Joe Hurd suggested someone with CMO experience would bring value to the Board. Rich Ying suggested the team align the desired skill set with the most prioritized strategic goals. Francis LaPoll suggested the nominating team consider past Los Altos/Los Altos Hills City Council members.

V. **CLOSED SESSION**

The Board moved 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 cases)**
2. **Public Employee Performance Evaluation (Section 54957)**  
Founding Superintendent

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

The meeting reconvened to open session at 10:08 pm. John Phelps, Board Chair, reported no action was taken.

VII. **FUTURE AGENDA ITEMS**

<b>Date</b>	<b>Anticipated Topics &amp; School Events (subject to change)</b>
<b>January 8</b>	<b>Highlights from Fourth Grade PBL</b> Teachers and students will provide an overview of the 4 <sup>th</sup> grade PBL on Zoo Habitats.

VIII. **ADJOURNMENT**

The meeting was adjourned by John Phelps, Board Chair, at 10:11pm.