

**MINUTES**

**BOARD OF DIRECTORS  
BULLIS CHARTER SCHOOL**

**102 West Portola Avenue, Los Altos, Ca 94022**  
 Member David Jaques will be calling in from  
 330 West 38<sup>th</sup> Street, Suite 1500, New York, NY 10018

**March 5, 2018  
7:00 pm**

**Regular Board Meeting**

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by John Phelps, Board Chair, at 7:01pm.

**B. ROLL CALL**

	Present	Absent
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_	_____
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_	_____

\* Member David Jaques called in from 330 West 38<sup>th</sup> Street, Suite 1500, New York, NY 10018  
 \*\* Member Francis La Poll arrived at 7:08pm.

**C. APPROVAL OF AGENDA**

A motion to approve the agenda with the following changes was made by Andrea Eyring:

- Information/Action items, IV.2 and IV.3, Trevor Skelton, EdTec, will provide the financial update and present the 2<sup>nd</sup> Interim report instead of Peter Laub
- Information Action item IV.5, the Finance Committee recommends the selection of Clifton, Larson, & Allen, LLP (formally, Vicenti, Lloyd & Stutzman) as the BCS auditor for the year ending June 2018.

On a seconded by Trenna Sutcliffe, the motion 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**

Jennifer Anderson Rosse, Assistant Principal, reported on the following events:

- Wanny Hersey and Cynthia Bricton are at the SXSWedu conference this week.
- The BPESF auction took place this past Saturday at Levi Stadium. It was an incredible event with a fun theme.

- Family Math Night, organized by Robin Chen, 5<sup>th</sup> grade teacher, and Savannah Lunsford, kindergarten teacher, will be taking place tomorrow from 5:30 pm-7:30 pm at the north campus.
- Next Tuesday will be our final day for the STEAM Practicum this year. We will be visiting Steindorf in Cambrian School District. The Steindorf principal and several teachers went through the first year of the STEAM practicum and used what they learned to open a brand new STEAM focused school, so we will see their school and hear from alumni from that school as well as staff from Central Park School in Santa Clara. In the afternoon, we will visit BlueSky Center in San Jose, an industry partnership established by the STEAM team at SCCOE.
- Parent FLG conferences and Junior Olympics tryouts will be held next week, March 13 at the south campus and March 15 at the north campus. That will help us gear up for the Junior Olympics scheduled for June 2. More information on FLG conferences will go out to parents in FreshGrade later this week.
- BCS is in the mid-year cycle of WASC accreditation. A team will return to BCS on April 30<sup>th</sup> – May 1<sup>st</sup> to check on our progress on goals that were set. Staff and parents have been providing feedback on areas such as differentiation, ELD, and implementation of the new Next Generation Science Standards through BBC and staff meetings.
- CCSA Conference is coming up March 25-28. Jeri Chi, 4<sup>th</sup> grade teacher, Cynthia Bricton, Principal/Director of Instructional Services, Joseph Stark, PE teacher, and Jennifer Anderson-Rosse, Assistant Principal, will be attending and presenting a session entitled “Developing a Growth Mindset in Students and Teachers Through Making” at the conference.

D. For Information: Board/Staff Discussions

Ann Waterman Roy commended the volunteers for a wonderful Auction/Dinner event that was incredibly well organized and fun.

Joe Hurd attended the 7<sup>th</sup> grade Engineering and Design Intersession (EDI).

Andrea Eyring shared that the next quarterly meeting with the Los Altos School District is scheduled for next Tuesday.

Clara Roa thanked the Chinese community for putting on the Chinese New Year celebration last Friday.

John Phelps acknowledge Francis La Poll’s and Trena Sutcliffe’s sponsorships of the auction.

**III. CONSENT AGENDA ITEMS**

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

- |                                     |   |
|-------------------------------------|---|
| <b>1. Minutes</b>                   | Approval of the Minutes from the February 5, 2018 Board meeting |
| <b>2. Cash Register</b>             | Approval of the January 2018 Check Register                     |
| <b>3. 2018-2019 School Calendar</b> | Approval of the draft 2018-2019 School Calendar                 |

**APPROVAL OF CONSENT AGENDA**

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

**IV. INFORMATION/ACTION ITEMS**

**1. Costa Rica Trip**

Jessica Morgan, 8<sup>th</sup> grade teacher, and students Riley Keller, Anika Mehrotra, Arjun Saluja, and Hayden Boone presented highlights from the 2018 non-programmatic Costa Rica trip.

On behalf of Wanny Hersey, Founding Superintendent, Mrs. Morgan shared this is the 13th year of the Costa Rica Non-Programmatic Trip sponsored by the BBC that is held over the mid-winter break. Bullis Charter School is the only middle school that the Leatherback Trust partners with; such experiences are typically reserved for high school and college students or adults through the Earthwatch program. Additionally, this program has been created and tweaked over the years specifically for BCS students so that it aligns with the California state standards, supports BCS pedagogies such as project-based learning & design thinking, and provides authentic opportunities for students to learn from the leading experts in the field such as Dr. Jim Spotila and Dr. Mario Boza, as well as assist with turtle conservation work and research.

Riley Keller described the experience of watching Olive Ridley and Leatherback sea turtles nesting and laying eggs as well as what she learned from working with the biologists from the Leatherback Trust. Anika Mehrotra shared her observations of how biologists work to increase the likelihood of hatchlings successfully hatching and her role in helping release them into the ocean. Arjun Saluja explained the different ecosystems that the students visited, from the rain, cloud, and dry forests to the estuary and tide pools as well as the different volcanoes and how each geographic formation developed over time. He also shared the variety of wildlife the students observed including a 7-foot snake during one of the hikes. Hayden Boone discussed the students' visit to the BCS sister school in Mapapalo, noting how their physical and learning environments compared with BCS's. After a musical performance by the Costa Rican students, BCS students presented the school with two laptop computers, software, and school supplies purchased through the funds raised by the BCS community. Then, all the students had time to interact and play games, including soccer.

Mrs. Morgan, spoke on behalf of Ms. Lura, Mrs. Felder, Mr. Romero, Mr. Coleman, and Ms. Carvalho, chaperones for the trip.

Ms. Lura highlighted how the visits to Costa Rica over the years have helped her develop curricula for all grade levels and classrooms at BCS. This year, the 2<sup>nd</sup> graders' prototypes that addressed the PBL driving question, "How might we protect the Leatherback sea turtles?" were presented by the 6<sup>th</sup> graders to the biologists in Costa Rica. The biologists' critical feedback will be carried back to the 2<sup>nd</sup> graders so they may iterate and improve upon their designs. Ms. Lura was very thankful for this opportunity to keep developing as a professional. Mr. Coleman shared that he will now be able to better facilitate solution builds and help the students because he has a wider global perspective. Seeing the devastation affecting the nesting on the beaches has helped him resolve to be a better steward of the environment and hopefully pass that on to the students as well.

Mr. Romero shared seeing firsthand how the hard work that goes into trying to help the sea turtle population will impact his own relationship with nature and is thankful for this unique professional development opportunity. Ms. Carvalho highlighted the different Costa Rican landforms and the beauty in those landforms, the plants, and the wildlife and how our students also made personal real world connections to the endangered species. As a result of this trip, Mrs. Felder is even more passionate about sea turtles and conservation and looks forward to sharing this with her students in creative ways through art. She expressed her gratitude for being able to go on this trip of a lifetime.

Mrs. Morgan shared how the trip provided a personal connection to the work that she is doing with the 8<sup>th</sup> grade students. Her most memorable experience was lying underneath the leatherback as she was nesting, holding her flippers back so she could count the eggs as they were being laid. More than ever, she is committed to being an advocate and leader to find more opportunities for our students, grades K-8<sup>th</sup>, to explore conservation and learn about sea turtles.

Member Joe Hurd was impressed by the students' enthusiasm, presentations, and how articulate they were. Chair, John Phelps thanked Mrs. Morgan for volunteering her time. He was impressed with the students' depth of knowledge, how articulate they were, and the time they spent preparing for their presentation.

## **2. Financial Update**

Finance Committee Chair, Andrea Eyring, reported the Committee met recently and introduced Trevor Skelton, EdTec. Who shared the following:

- P-1 ADA is slightly lower than forecasted. Recommending lowering the projected to be conservative given BCS prior P-1 and P-2 trends.
- Per January year-to-date financials: \$4.76 million revenue received; \$514K behind budget projection due to timing. Expenses \$5.5M below projections.
- Discussed the 2<sup>nd</sup> Interim report timeline.
  - 2<sup>nd</sup> mandated financial report for the fiscal year covering 7/1/17 – 1/31/18
  - Due to the Santa Clara County Office of Education (SCCOE) by March 15 after Board approval.
  - BCS forecast has positive variance compared to submitted budget
- 2018-19 State budget update:
  - Overall state budget proposal very good for K-12 education
  - LCFF: proposes \$3B increase to fully fund LCFF; 100% gap closure versus previously published 66%
  - COLA: proposes 2.51% COLA increase (vs. previous 2.15%); COLA affect LCFF rates, as well as other programs such as special education and nutrition
  - One-Time Funds: proposes \$1.8B in one-time, discretionary funding
- Budget development timeline:
  - process begins in late winter/early spring with budget approval by June 30, 2018

## **3. 2<sup>nd</sup> Interim Report**

Trevor Skelton, EdTec, presented the BCS 2<sup>nd</sup> Interim Report for the 2017-2018 fiscal year.

Andrea Eyring moved to approve the 2<sup>nd</sup> interim report for the 2017-18 fiscal year. Seconded by Ann Waterman Roy, the motion passed by a vote of 9-0.

## **4. 2018-2019 Budget – Preliminary Discussion**

The Board reviewed the budgeting process and provided input on budget considerations:

- Explore additional Associate Teachers
- Explore additional administrative position to ease some of the load

## **5. Auditor Selection**

Member David Jaques summarized the Finance Committee's considerations and recommendation to the BCS Board to engage Clifton, Larson, and Allan, LLP.

Andrea Eyring moved to engage Clifton, Larson, & Allen, LLP as the BCS auditing firm for the fiscal year ending June 30, 2018. The motion was seconded by Joe Hurd and passed by a vote of 8-0-1 (Francis La Poll abstaining).

## **6. SARC Report 2016-2017**

The Board reviewed the 2016-2017 School Accountability Report Card. An error was noted on the percentage for SPED on page 5; the correct percentage is 7%. Francis LaPoll moved to approve the 2016-2017 School Accountability Report Card as amended. With a second from Andrea Eyring, the motion passed by a vote of 9-0.

**V. CLOSED SESSION**

The Board convened into Closed Session to consider and/or take action upon any of the following items at 8:42pm:

- 1. Conference with Legal Counsel – Anticipated Litigation (Gov. Code §54956.9(d)(2) and (4).)**

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

The meeting was reconvened to open session at 10:42 pm. John Phelps, Board Chair, reported that no action had been taken.

**VII. FUTURE AGENDA ITEMS**

The Board will consider items for future Board Meeting Agendas.

<b>Date</b>	<b>Anticipated Topics &amp; School Events (subject to change)</b>
March 6, 2018	7 <sup>th</sup> Gr. Intersession Showcase – MPR (N) 1:35 – 2:15 pm
March 6, 2018	Family Math Night – MPR (N) Rooms 29 & 30
March 9, 2018	Staff Appreciation Luncheon – K Parents
March 9, 2018	Student Council Movie Night – MPR (N) 5:00-6:45/7:00-9:15 pm
March 13, 2018	Parent/Teacher FLG Conferences (South) & JO Trials 12:30 – 4:30 pm
March 15, 2018	Parent/Teacher FLG Conferences (North) & JO Trials 12:30 – 4:30 pm
March 15, 2018	2 <sup>nd</sup> Interim Financial Report Due (SCCOE)
March 20, 2018	Monthly Financial Reports Due (SCCOE)
March 30, 2018	BBC Family Ice Skating Night – Winter Lodge 5:30 – 7:30 pm

**VIII. ADJOURNMENT**

The meeting was adjourned by John Phelps, Board Chair, at 10:44 pm.