

# AGENDA

## FINANCE COMMITTEE BULLIS CHARTER SCHOOL

### Primary Location:

102 West Portola Avenue, Los Altos, CA 94022 (North Campus), MPR

**February 7, 2022**  
**7:00 pm**

### INSTRUCTIONS FOR PRESENTATIONS TO THE FINANCE COMMITTEE BY PUBLIC

The Bullis Charter School (“School”) welcomes your participation at the School’s Finance Committee meetings. The purpose of a public meeting of the Finance Committee (“Committee”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

Agendas are available to all audience members at the door to the meeting.

“Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comment.”

“Public Comment” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Committee can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a public-requested item.

With regard to items that are on the agenda, you may specify that agenda item on your blue request to speak form and you will be given an opportunity to speak for up to three (3) minutes when the Committee discusses that item.

When addressing the Committee, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

Members of the public may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendaized and publicly noticed, the Committee can respond, interact, and act upon the item.

#### Americans with Disabilities

The Bullis Charter School adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at [info@bullischarterschool.com](mailto:info@bullischarterschool.com). All efforts will be made for reasonable accommodations.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Finance Committee Chair at \_\_\_\_\_.

**B. ROLL CALL**

	Present	Absent
Hui-Chien Chang	_____	_____
Carty Chock	_____	_____
Andrea Eyring	_____	_____
Jennifer Gilbert	_____	_____
Olivia Liao	_____	_____
Louise Tsoi	_____	_____
Tom Yih	_____	_____
Dora Yuen	_____	_____
Cathleen Nilson	_____	_____
Kelly Lu	_____	_____

**C. APPROVAL OF AGENDA**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:

Hui-Chien Chang \_\_\_\_\_  
Carty Chock \_\_\_\_\_  
Andrea Eyring \_\_\_\_\_  
Jennifer Gilbert \_\_\_\_\_  
Olivia Liao \_\_\_\_\_  
Louise Tsoi \_\_\_\_\_  
Tom Yih \_\_\_\_\_  
Dora Yuen \_\_\_\_\_  
Cathleen Nilson \_\_\_\_\_  
Kelly Lu \_\_\_\_\_

**II. PUBLIC COMMENTS**

**III. COMMITTEE COMMENTS / REPORTS**

**A. Committee/Staff Discussions**

**IV. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Finance Committee to be routine and will be approved/enacted by the Committee in one motion in the form listed below. Unless specifically requested by a Committee member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Finance Committee votes on them. The Chair of the Finance Committee recommends approval of all consent agenda items.

**A. Minutes**

Approval of the minutes from the October 25, 2021 and November 29, 2021 Finance Committee meetings

**APPROVAL OF CONSENT AGENDA**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:

Hui-Chien Chang \_\_\_\_\_

Carty Chock \_\_\_\_\_

Andrea Eyring \_\_\_\_\_

Jennifer Gilbert \_\_\_\_\_

Olivia Liao \_\_\_\_\_

Louise Tsoi \_\_\_\_\_

Tom Yih \_\_\_\_\_

Dora Yuen \_\_\_\_\_

Cathleen Nilson \_\_\_\_\_

Kelly Lu \_\_\_\_\_

**V. INFORMATION/ACTION ITEMS**

**1. FY2021-22 Financial Update**

EdTec will provide an update on the FY2021-22 forecast and state budget updates.

**2. FY2022-23 Budget Process Update**

Carty Chock will provide an update on the FY2022-23 and out-year budget process.

**3. Lunch Program Update**

Maureen Israel will provide an update on the lunch program for 2022-23 and out-years.

**4. 403(b) Update**

The subcommittee will provide an update on 403(b) plans and progress.

**5. Sub-Committee Updates and Creation**

Sub-committees will provide updates to the Finance Committee and new sub-committees may be proposed and/or created.

**6. Financial Analysis**

Committee members will discuss plans and progress on financial analyses.

**VI. FUTURE AGENDA ITEMS**

The Committee Members will consider items for future Finance Committee meetings. The committee will also discuss potential dates for future Finance Committee meetings.

**VII. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.