

AGENDA

FINANCE COMMITTEE BULLIS CHARTER SCHOOL

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

MPR

February 24, 2020

7:00 pm

Special Meeting

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. 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 | _____ | _____ |
| David Jaques | _____ | _____ |
| Olivia Liao | _____ | _____ |
| Martha McClatchie | _____ | _____ |
| Adam Mitchell | _____ | _____ |
| Louise Tsoi | _____ | _____ |
| Tom Yih | _____ | _____ |
| Dora Yuen | _____ | _____ |

C. APPROVAL OF AGENDA

Motion by: _____
Seconded by: _____

Vote:
Hui-Chien Chang _____
Carty Chock _____
Andrea Eyring _____
Jennifer Gilbert _____
David Jaques _____
Olivia Liao _____
Martha McClatchie _____
Adam Mitchell _____
Louise Tsoi _____
Tom Yih _____
Dora Yuen _____

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 January 13, 2020 Finance Committee meeting

APPROVAL OF CONSENT AGENDA

Motion by: _____

Seconded by: _____

Vote:

Hui-Chien Chang _____

Carty Chock _____

Andrea Eyring _____

Jennifer Gilbert _____

David Jaques _____

Olivia Liao _____

Martha McClatchie _____

Adam Mitchell _____

Louise Tsoi _____

Tom Yih _____

Dora Yuen _____

V. INFORMATION/ACTION ITEMS

1. Financial Update

EdTec will provide a financial update on the school, including BCS actuals through January and updated forecast information.

2. Review of the FY 2019-20 2nd Interim Financial Report

The committee will review the 2nd Interim Financial Report and discuss any questions or concerns related to the report prepared by EdTec.

RECOMMEND BCS BOARD APPROVE FY 2019-20 2nd INTERIM REPORT

Motion by: _____

Seconded by: _____

Vote:

Hui-Chien Chang _____

Carty Chock _____

Andrea Eyring _____

Jennifer Gilbert _____

David Jaques _____

Olivia Liao _____

Martha McClatchie _____

Adam Mitchell _____

Louise Tsoi _____

Tom Yih _____

Dora Yuen _____

3. Review Auditor Proposals

The committee will review audit and 990 contract proposals and consider making a recommendation to the BCS board regarding a contract for the FY 2019-20 audit.

4. Preliminary FY 2020-21 Budget Discussion

Committee members and school leadership will discuss initial assumptions upon which to build the first draft of the BCS FY 2020-21 Budget.

5. Finance Position Description

The committee will continue to discuss potential job requirements and responsibilities for a new finance position.

6. Financial Analysis

Committee members will discuss the progress of the subcommittees' 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 _____.