

# AGENDA

## FINANCE COMMITTEE BULLIS CHARTER SCHOOL

102 West Portola Avenue, Los Altos, CA 94022

January 13, 2020  
7:00 pm

### Special Meeting

#### INSTRUCTIONS FOR PRESENTATIONS TO THE FINANCE COMMITTEE BY PARENTS AND CITIZENS

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 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 Comments.”
- “Public Comments” 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 Finance 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 Finance Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
- With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to three (3) minutes when the Finance Committee discusses that item.
- When addressing the Finance Committee, speakers are requested to state their name and address and adhere to the time limits set forth.
- Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Finance 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	_____	_____
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 December 2, 2019 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 December and updated forecast information.

**2. Review of FY 2018-19 Audit Process**

The committee will review and discuss the recent audit process for the 2018-19 fiscal year.

**3. Chief Business Officer Job Requirements**

The committee will discuss potential job requirements and responsibilities for a CBO position.

**4. Financial Analysis**

Committee members will discuss the progress of the subcommittees' 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 \_\_\_\_\_.