



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, APRIL 17, 2018

5:30 P.M. Board Meeting
Ben Franklin Academy - Dana Library
Call-In Number (Listen Only): 1-857-232-0159
Participant Code: 453590

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

STRATEGIC GOALS

1) improve educational experience on continual basis; 2) maintain financial stability; 3) increase parent satisfaction and demand for enrollment; 4) promote staff and professional development; 5) maintain and develop facility; and 6) renew Charter Contract by June 30, 2019.

Enrollment Update:

Grade	Enrolled	Projection 18-19
K	103	104
1	103	104
2	103	104
3	104	104
4	101	104
5	103	104
6	127	104
7	87	124
8	64	83
TOTAL	898	935

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	13	0
MWF AM 4	16	31
TR AM 4	14	9
MWF PM 4	10	0
TR PM 4	12	0

Current Fall 2019 Enrollment

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	16	0
TR AM 3	16	2
MWF AM 4	16	21
TR AM 4	16	15
MWF PM 4	8	0
TR PM 4	9	0

Board Directors Present: Bill Castor, Ann Citrin, Kent Barwind, Steve Haas, Matt Keillor

Others in Attendance: Diana Simpson (Principal), Kristin Goldberg (Pre-School), , Halsley Hoff, Michelle Bynum, Jason Page (Board Candidate) – departed at 6:15pm, Courtney Jurbala (Board Candidate), Mette Castor (SAC), Sarah Nisbet (SAC)

Bill calls meeting to order at 5:45pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to amend the agenda to move the review of the Teacher Survey results to be after the review of the Parent Survey results
 - Ann seconds the motion
 - Bill moves to approve the Revised Agenda
 - Ann seconds the motion
 - The motion to approve the agenda is unanimously approved

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the March Board Meeting
 - Bill moves to approve the consent agenda
 - Steve seconds the motion
 - The motion to approve the Consent Agenda is unanimously approved

- Open Comments (3 minutes/person) – Bill Castor (Strategic Plan Goal #3)
 - Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
 - Open comments submitted through the online form before noon Mountain Time on Tuesday, April 17, 2018, will be read at the meeting.
 - No comments submitted online or in person
- Board of Directors Election Results (5 minutes) – Ann Citrin
 - Announce and accept the results of the Parent Voting Group for Seat 1, Class A (three-year term).
 - Ann reviews the votes submitted for Parent Voting Group, Seat 1, Class A
 - Ann moves to accept the voting results
 - Burgandy seconds the motion
 - The results of the vote are unanimously accepted
 - Bill Castor received the most votes
 - Bill Castor has been voted into Board Seat 1, Class A
- Board of Directors Appointment (15 minutes) – Bill Castor
 - The Board will appoint a new member for Seat 2, Class A (three-year term)
 - The Board discusses the candidates available for Seat 2, Class A
 - Courtney Jurbala receives the majority of the votes
 - Courtney Jurbala is unanimously approved to fill Board Seat 2, Class A
- Review of Parent Survey Results (30 Minutes) – Sarah Nisbet
 - Board recommends including family numbers for the next survey to ensure the integrity of the results/input.
 - The Board will review the survey feedback that is repeatedly provided during each Parent Survey and identify actionable follow-up for each.
- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:
 - Community Events Committee (CEC) (written report submitted) – Ann Citrin
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted)
 - Fundraising Committee (no written report submitted) – Kent Barwind
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Steve Haas
 - Selection/Transition of Chair
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
 - Technology Committee (written report submitted) (10 minutes) – Matt Keillor
 - Finance Committee – (written report submitted) Kent Barwind and Halsley Hoff

- Finance Committee Updates
 - Review March 2018 Financials
 - The Finance Committee has reviewed and recommends approval of the March 2018 Financials.
 - Approve the March 2018 Financials.
 - Bill moves to approve the March 2018 Financials
 - Steve seconds motion
 - The motion to approve the March 2018 Financials is unanimously approved

- Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)

- Approve Auditor of Record for 2018/2019
 - Bill moves to approve the Hinkle & Company as the Auditor of Record for 2018/2019
 - Burgandy seconds motion
 - The motion to approve Hinkle & Company as the Auditor of Record for 2018/2019 is unanimously approved

- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Update on District Financial Presentation
 - Review Draft BFA Budget for 2018/2019 School Year
 - Discuss Committee Budgets for 2018-19

- Charter Contract Renewal (5 Minutes) – Ann Citrin (Strategic Plan Goals #3 & 6)
 - Update from Contract Renewal Committee

- Discussion Regarding Teacher Survey (20 minutes) – Kent Barwind

- Board Training – Bill Castor
 - Module 01: Board Self-Assessment
 - Module 18: Selecting, Reviewing and Supporting the Administrator

- Legislative Update (5 minutes) – Steve Haas

- Strategic Plan Working Session (5 minutes) – Bill Castor
 - Schedule Strategic Planning Session and attendees
 - Bill will work with Bryan Molen to determine participants and dates for review of the Strategic Plan.

- Schedule Board Working Meeting/Retreat (5 minutes) – Bill Castor
 - The Board’s June Working Retreat is scheduled for Monday, June 25th.

- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
 - Identify Board representatives at the April 20th In-service day
 - Kent and Bill will attend the April 20th In-service day at 8:45am.

- Committee Chair Recognition (5 Minutes) – Bill Castor
 - The outgoing committee chairs will be recognized at the Board dinner in May.

- Summary (5 minutes) – Bill Castor
- **Calendar:**

April 18	Spirit Night at Crave
April 19	PTO Meeting
April 28	Mother – Son Event
May 7 (all week)	Teacher & Staff Appreciation
May 9 & 11	Field Days
May 15	Board Meeting
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Multi-Committee Meeting (to be scheduled)
 - Assign Responsible Board Member
 - Board Training:
 - Module 06: Promoting the Vision and Mission
 - Module 17: Sunshine Law
- Adjourn
 - Bill moves to adjourn at 10:10 P.M.
 - Ann seconds the motion
 - The meeting is adjourned at 10:10 P.M.

All Ben Franklin Academy (BFA) Board of Directors (Board) meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The BFA Board works for the students, parents and patrons of BFA in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating children to BFA’s high standards is always welcome. Thus, the Board welcomes comments from members of the public during the public comment time set aside on the agenda on any topic.

The Board may choose to respond to public comments during this open forum but is not required to do so. The Board will only take action on items listed on the agenda. For other matters, the Board will receive comments only, and may, at its discretion, refer the matter or calendar the issue for future discussion.

This is our opportunity to hear from students, parents and patrons for deliberation and discussion.

Date Modified: 4/18/2018