



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, NOVEMBER 13, 2018

5:00 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	Budgeted
K	103	104
1	104	104
2	104	104
3	104	104
4	104	104
5	104	104
6	104	100
7	119	115
8	78	80
TOTAL	924	923



Waitlist: 184 as of 11/12

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	12	0
MWF AM 4	16	31
TR AM 4	14	9
MWF PM 4	10	0
TR PM 4	11	0

Board Directors Present: Ann Citrin, Bryan Molen, Courtney Jurbala, Burgandy Hodge, Steve Haas, Matt Keillor

Others in Attendance: Diana Simpson (Principal), Josh Rau (Middle School Principal), Aric Gomez (Elementary School Principal), Kristin Goldberg (Pre-School), Halsley Hoff (Business Manager), Molly Anderson (PTO), Michelle Bynum

Ann calls meeting to order at 5:05pm

- Opening (5 minutes) – Ann Citrin
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Courtney moves to amend the agenda to include the review of the Scheduling Policy and the Financial Accounting and Reporting Policies and Procedures
 - Steve seconds the motion
 - Bryan moves to approve the amended agenda
 - Steve seconds the motion
 - The motion to approve the agenda is unanimously approved

- Consent Agenda (2 minutes) – Ann Citrin
 - Approve Minutes from the October 16, 2018 Board Meeting
 - Approve Minutes from the October 30, 2018 Special Board Meeting
 - Steve moves to approve the consent agenda
 - Courtney seconds the motion
 - The motion to approve the consent agenda is unanimously approved
 - Policies moved to the consent agenda, after the motion was approved are as follows:
 - Building key, Key Fobs and Access Card Policy
 - Continuing Disclosure Policy and Procedure
 - Finance Policies and Procedures Policy

- Open Comments (3 minutes/person) – Bryan Molen (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, November 13, 2018 will be read at the meeting.
 - No comments submitted
- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters – (30 Minutes)
 - Ann moves to convene into executive session 5:19pm
 - Matt seconds the motion
 - The motion to convene is unanimously approved
 - A roll call vote was taken
 - Ann moves to reconvene into regular session
 - Bryan seconds the motion
 - The motion to convene is unanimously approved
 - Roll call was taken
 - The executive session ended at 5:30pm
 - No votes were taken
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Review alternatives and approve 2019-2020 Academic Calendar
 - Matt moves to approve option A for the 2019-2020 Academic Calendar
 - Courtney seconds motion
 - The motion to approve option A for the 2019-2020 Academic Calendar unanimously approved
 - Review and vote on approval of Revised Budget
 - Bryan moves to approve the revised budget
 - Steve seconds motion
 - The motion to approve revised budget is unanimously approved
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
- Community Events Committee (CEC) (written report submitted) – Ann Citrin
- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
 - Curriculum Committee (meets in Fall, Winter and Spring; written report submitted) – Diana Simpson
 - Reviewed other schools with higher math scores
 - Research into supplementary math
 - Online program called “Mappers”, similar to NWA
 - Fundraising Committee (no written report submitted) – Steve Haas
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Courtney Jurbala
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor

- Technology Committee (written report submitted) (10 minutes) – Matt Keillor
 - Treasurer’s Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
 - Finance Committee Updates
 - Review October Financials
 - The Finance Committee has reviewed and recommends approval of the October 2018 Financial Reports.
 - Approve the October 2018 Financial Reports
 - Steve moves to approve the October 2018 Financials
 - Courtney seconds motion
 - The motion to approve the October 2018 Financials is unanimously approved
 - Board Succession Planning (10 Minutes) – Burgandy Hodge
 - Approve minor correction to Board Succession Policy
 - Bryan moves to approve the minor revision to the Board Succession Policy
 - Burgandy seconds motion
 - The motion to approve the minor revision to the Board Succession Policy is unanimously approved
 - Board Training (20 minutes) – Steve Haas
 - Module 09: Board Financial Oversight
 - Module 27: Capital Improvement
 - Module 28: Fund Development Resources
 - Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney Jurbala
 - Review of Building key, Key Fobs and Access Card Policy
 - Moved to Consent Agenda
 - Review of Continuing Disclosure Policy and Procedure
 - Moved to Consent Agenda
 - Review of Parent Communication Policy
 - Reviewed and approved without changes
 - Review of Finance Policies and Procedures Policy
 - Moved to Consent Agenda
 - Review of Scheduling Policy
 - Courtney moves to approve the revision to the Scheduling Policy
 - Burgandy seconds motion
 - The motion to approve the revision to the Scheduling Policy is unanimously approved
 - Legislative Update (5 minutes) – Steve Haas
 - Board Responsibilities (5 Minutes) – Ann Citrin
 - Bill will do the Board Training at the December meeting
 - Board Calendar (5 minutes) – Ann Citrin
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- Calendar:
 - November 19 – 23 Thanksgiving Week
 - November 26-30 PTO Online Auction
 - November 29 SAC Meeting
 - November 30 Spirit Day
 - December 4 STEM Committee Meeting
 - December 7 7th Grade Science Fair
 - December 8 Uniform Buy-Back Sale
 - December 15 Parent’s Night Out

- Review Action Items
 - Add discussion around the allocation of the budget to offset parent costs to the December board meeting

- Review Votes

- Summary/Adjourn
 - Ann moves to adjourn the meeting at 8:30pm
 - Matt seconds motion
 - The motion is unanimously approved

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: 12/6/2018