



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MARCH 12, 2019

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	2019-2020 Projection	2019-2020 current
K	103	104	97
1	104	104	104
2	104	104	104
3	104	104	104
4	104	104	104
5	104	104	104
6	104	104	104
7	119	95	104
8	78	105	121
TOTAL	924	928	946

Waitlist: We are in the middle of Open Enrollment so our waitlist is In flux, as currently offers are being made, accepted and declined.

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	13	0
TR AM 3	12	0
MWF AM 4	16	16
TR AM 4	16	12
MWF PM 4	8	0
TR PM 4	10	10

Board Directors Present: Bill Castor, Ann Citrin, Steve Haas, Courtney Jurbala, Burgandy Hodge, Matt Keillor, Bryan Molen (By Phone- first 30 min)

Others in Attendance: Diana Simpson (Principal), Aric Gomez (Elementary School Principal), Halsley Hoff (Business Manager), Michelle Bynum; Leigh Savoy; Jason Page/Jason's wife; Sarah Nisbet; Emily Tendefeld; Kristen Goldberg; Josh; Katelyn Mashburn 5th Grade class, Roger Nagel (Chairman of Finance Committee)

Bill calls meeting to order at 5:05pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to amend the agenda to move the Inventory Management Policy to the Consent Agenda
 - Courtney seconds the motion
 - Bill moves to approve the amended agenda
 - Courtney seconds the motion
 - The motion to approve the amended agenda is unanimously approved
- Consent Agenda (1.5 minutes) – Bill Castor
 - Approve Minutes from the January Board Meeting
 - Bill moves to approve the Consent Agenda
 - Courtney seconds the motion
 - The motion to approve the Consent Agenda is unanimously approved
- 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, March 12, 2019, will be read at the meeting
 - No comments received online or in-person
- Board Candidate Forum (30 Minutes) – Burgandy Hodge
 - See separately posted Agenda

- Student Invention Presentations (15 Minutes) – Katelyn Mashburn
- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
- Principal’s Report 30 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:
 - Board Succession Committee – Burgandy Hodge
 - Community Events Committee (CEC) (written report submitted) – Ann Citrin
 - The CEC will not have any people coming back in the Fall. We need to determine recruiting for this group otherwise items like Veterans Day; Muffins for Mom; Donuts for Dad, Boo hoo/Yahoo.... etc., will no longer happen. Diana and Ann took the action to evaluate alternatives for affected events.
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
 - 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) – Matt Keillor
 - Finance Committee – (written report submitted) Steve Haas and Halsley Hoff
- Finance Committee Updates (45 minutes) – Steve Haas/Roger Nagel
 - Review and Vote on approval of new Finance Committee By-Laws
 - Bill moves to approve the new Finance Committee By-Laws
 - Matt seconds motion
 - The motion to approve the New Finance Committee By-Laws is unanimously approved
 - Review and Vote on approval of the Asset Management Policy
 - Steve moves to approve the Asset Management Policy
 - Bill seconds motion
 - The motion to approve the Asset Management Policy is unanimously approved
 - Review February Dashboard and February 2019 Financials
 - The Finance Committee has reviewed and recommends approval of the January 2019 Financials.
 - Vote to approve the February 2019 Financials
 - Steve moves to approve the February 2019 Financials
 - Burgundy seconds motion

- The motion to approve the February 2019 Financials is unanimously approved

- Treasurer’s Report (20 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- First Review of Draft Budget (30 Minutes) – Steve/Halsley/Diana
- Charter Contract Renewal (10 minutes) – Bill Castor
 - Update on Status of Renewal
 - BFA has accepted the proposed changes to the draft Contract. Counsel has been instructed to proceed with finalizing for DCSD approval in April.

- Board Training (10 minutes) – Ann Citrin
 - Module 07: Strategic Planning
 - Module 08: Special Education
- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
 - Activity Planning – Always use Michelle’s Form for Scheduling
 - Record Volunteer Hours
 - If you have a head of an organization that is stepping down, please let Ann know so she can purchase a gift
 - If you’d like to take over buying gifts, please let Ann/Bill know
 - If you’d like to head the uniform committee, please let Ann/Bill know
- Summary (5 minutes) – Bill Castor

- **Calendar:**

March 13	PTO Meeting
March 18 – 22	Spring Break
March 28	SAC Meeting
April 27	Board Dinner
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Board Training
 - Bryan will conduct the April training

- Adjourn
 - Bill moves to adjourn the meeting at 8:41pm
 - Courtney seconds motion
 - The motion is unanimously approved, and the meeting is adjourned at 8:41pm.



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: 3/25/2019