



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, APRIL 16, 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



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 (via telephone), Bryan Molen, Steve Haas, Courtney Jurbala, Burgandy Hodge, Matt Keillor

Others in Attendance: Diana Simpson (Principal), Kristin Goldberg (Pre-School), Halsley Hoff (Business Manager), Michelle Bynum, Sarah Nisbet, Jason Page, Lisa Fisher, Leigh Savoy, Natalie Lucero

Bill calls meeting to order at 5:00pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to amend the agenda to incorporate the selection of the Board President and Board Treasure for FY2019/2020
 - Ann seconds the motion
 - The motion to amend and approve the agenda is unanimously approved

- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters – (30 Minutes).
 - Bill moves to convene into executive session 5:02 pm
 - Bryan seconds the motion
 - The motion to convene is unanimously approved
 - A roll call vote was taken
 - Bill moves to reconvene into regular session
 - Burgandy seconds the motion
 - The motion to convene is unanimously approved
 - Roll call was taken
 - The executive session ended at 5:45pm
 - No votes were taken

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the March Board Meeting
 - Bill moves to approve the consent agenda
 - Bryan 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 16, 2019, will be read at the meeting.
 - No comments submitted
- Selection and Approval of Board Offices of President and Treasurer for FY2019-2020 (10 minutes) – Bill Castor
 - Appoint Board President for FY2019-2020
 - Matt nominates Bill Castor
 - Burgandy seconds motion
 - The motion to approve Bill Castor as the Board President was approved
 - Appoint Board Treasurer for FY2019-2020
 - Bill nominates Steve Haas
 - Bryan seconds motion
 - The motion to approve Steve Haas as the Board Treasurer was approved
- Board of Directors Election Results (5 minutes) – Burgandy
- Announce and vote on acceptance of the results of the Parent Voting Group for Seat 3, Class B (three-year term).
 - The Parent Voting Group elected Sarah Nisbet
 - Burgandy moves to approve Sarah for Seat 3, Class B
 - Courtney seconds the motion
 - The motion to approve Sarah for Seat 3, Class B is unanimously approved
- Board of Directors Appointment (15 minutes) – Bill Castor
 - The Board will appoint a new member for Seat 4, Class B (three-year term)
 - The Board of Directors conducted a vote through secret ballot
 - The vote from the Board was for Bryan Molen
 - Bill moves to approve Bryan Molen for Seat 4, Class B
 - Burgandy seconds the motion
 - The motion to approve Bryan for Seat 4, Class B is unanimously approved
- Review of Parent Survey Results (45 Minutes) – Cindy Brawley
 - Bill will put together a list of recurring themes
 - Bill will create a section in the monthly Board agenda to discuss these recurring issues
- Policy Review – (5 Minutes) - Courtney
 - Volunteer and Visitor Policy
 - Bill moves to approve the Volunteer and Visitor Policy subject to the suggested changes recommended by the Board
 - Bryan seconds motion
 - The motion to approve the Volunteer and Visitor Policy subject to the suggested changes recommended by the Board is unanimously approved
- 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; written report submitted)
 - Looking to build in emotional health; researching the topic
 - Will share findings during next in-service
 - Fundraising Committee (no written report submitted) – Steve Haas
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Courtney
 - 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) Steve Haas and Halsley Hoff

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

- Finance Committee Updates
 - Review March 2019 Financials
 - The Finance Committee has reviewed and recommends approval of the March 2019 Financials.
 - Vote on approval of the March 2019 Financials.
 - Steve moves to approve the March 2019 Financials
 - Bill seconds motion
 - The motion to approve the March 2019 Financials is unanimously approved
 - Vote to approve transfer of Reserve Fund to Colorado Trust fund
 - Bryan moves to approve the transfer of Reserve Fund to Colorado Trust fund
 - Burgandy seconds motion
 - The motion to approve the transfer of Reserve Fund to Colorado Trust fund is unanimously approved
 - Review and vote on approval of proposed 2019/2020 Budget
 - Steve moves to approve the proposed 2019/2020 Budget
 - Courtney seconds motion
 - The motion to approve the proposed 2019/2020 Budget is unanimously approved

- Approve Auditor of Record for 2018/2019 – Steve Haas
 - Steve moves to approve Hinkle & Co as the Auditor of Record for FY2018/2019
 - Burgandy seconds motion
 - The motion to approve Hinkle & Co as the Auditor of Record for FY2018/2019 is unanimously approved

- Principal’s Report (30 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Charter Contract Renewal (5 Minutes) – Bill Castor (Strategic Plan Goals #3 & 6)
- Board Training – Bryan Molen
 - 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
- Schedule Board Working Meeting/Retreat (5 minutes) – Bill Castor
 - The Board Working Meeting/Retreat is scheduled for Monday, June 10 @8:30am at the Dana Library
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
 - Identify Board representatives for the April 19th teacher planning day
 - Steve will attend
- Committee Chair Recognition (5 Minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor
- **Calendar:**

April 17	PTO Meeting
April 19	Teacher planning day – No School
April 25	OAK Parties/Ben’s Brigade Meeting/SAC Committee
April 27 th	Spring Social/Board & Staff Dinner
May 3	Spirit Day
May 6 – 10	Teacher & Staff Appreciation
May 7	STEM Committee
May 9 & 10	Field Days
May 21	Board Meeting
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Staff survey
 - Principal Performance Review
- Board Training for May:
 - Module 06: Promoting the Vision and Mission
 - Module 17: Sunshine Law
 - Steve will conduct
- Adjourn
 - Bill moves to adjourn at 8:49pm
 - Steve seconds the motion
 - The meeting is adjourned at 8:49pm



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: 4/21/2019