



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MAY 21, 2019

5:30 P.M. Board Meeting
Ben Franklin Academy – Jason Sanders Science Lab
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, 2024.

Enrollment Update:

Grade	Enrolled	2019-2020 Projection	2019-2020 current
K	103	104	99
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	16	8
TR AM 3	16	2
MWF AM 4	16	26
TR AM 4	16	18
MWF PM 4	11	0
TR PM 4	15	0



Board Directors Present: Bill Castor, Ann Citrin, Steve Haas, Courtney Jurbala, Sarah Nisbet

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, Lisa Fisher, Leigh Savoy, Natalie Lucero

Bill calls meeting to order at 5:35

- Opening (5 minutes) – Bill Castor
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to approve the agenda
 - Steve seconds the motion
 - The motion to approve the agenda is unanimously approved
- Consent Agenda (2 minutes) – Bill
 - Approve the Minutes from the April 16, 2019 Board Meeting
 - Book Donation Policy to Consent Agenda
 - Bill moves to approve the agenda
 - Steve seconds the motion
 - The motion to approve the agenda is unanimously approved
- Open Comments (3 minutes/person) – Bryan Molen
 - 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 on Tuesday, May 21, 2019, 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).
 - Bill moves to convene into executive session at 5:42 pm
 - Steve seconds the motion
 - The motion to convene is unanimously approved
 - A roll call vote was taken: Bill Castor, Ann Citrin, Sarah Nisbet, Steve Haas, Courtney Jurbala, Diana Simpson
 - Bill moves to reconvene into regular session
 - Courtney seconds the motion
 - The motion to convene is unanimously approved
 - The executive session ended at 6:02
 - No votes were taken
 - Bill moves to approve the principal’s bonus at 100% of Target
 - Steve seconds the motion
 - The motion to approve the principal’s bonus at 100% of target was unanimously approved
- School Security Discussion (20 Minutes) – Guest Speaker (Brian Knudsen- Arapahoe County Sherriff’s Dept.)
- Principal’s Report (30 minutes) – Diana

- Parent Teacher Organization (PTO) Report (written report submitted) (10 minutes) – Burgandy Hodge
 - Bill moves to approves PTO event schedule
 - Courtney seconds motion
 - PTO event schedule has been unanimously approved
- Board Committee Reports (written reports submitted, as indicated) (25 minutes)
 - Community Events Committee (CEC) (no written report submitted) (5 minutes)
 - Review status & events for 2019-20 academic year
 - Will have a CEC in the 2019/2020 school year. Need a Board Member liaison
 - Curriculum Committee (no written report submitted)
 - Fundraising Committee (no written report submitted)
 - Grant Committee (no report submitted)
 - School Accountability Committee (SAC) (written report submitted) – Courtney
 - Cindy Brawley will return as committee chair for 2019-20 academic year
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (25 minutes) – Matt
 - State of STEM
 - Committee Chair for FY2018-2019 **MOVE TO JUNE**
 - Technology Committee (report submitted) – Matt

FINANCIAL FOCUS:

- Finance Committee Board Report – Steve Haas/Halsley Hoff
- Treasurer’s Report (10 minutes) – Steve Haas
 - The Finance Committee has reviewed and recommends approval of the resolution re: Budget Appropriation for FY2019-2020.
 - Vote to approve 2019-20 Adopted Budget
 - Steve moves to approve the 2019-20 Adopted Budget
 - Courtney seconds motion
 - The motion to approve the 2019-20 Adopted Budget is unanimously approved
 - Vote on approval of the Budget Appropriation Resolution for FY2019-2020
 - Steve moves to approve the Budget Appropriation Resolution for FY2019-20
 - Courtney seconds motion
 - The motion to approve the Budget Appropriation Resolution for FY2019-20
 - Review April 2019 Financials
 - The Finance Committee has reviewed and recommends approval of the April 2019 Financials.
 - Vote on approval of the April 2019 Financials
 - Steve moves to approve the April 2019 Financials
 - Courtney seconds motion
 - The motion to approve the April 2019 Financials is unanimously approved
- Strategic Plan (10 minutes) – Bryan Molen
 - Review Revised Strategic Plan
 - Approve changes, with the exception of:
 - Keep the threat of other charter schools

- Strike the lack of Middle School competitive sports
- Policy Review – Courtney
 - Book Donation Policy
 - Moved to the Consent Agenda
- Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Reading and Vote (5 minutes) – Bill Castor
 - Approve Ben Franklin Academy Charter School Board Director Agreement
 - Bill moves to approve the Ben Franklin Academy Charter School Board Director Agreement
 - Courtney seconds motion
 - The motion to approve the Ben Franklin Academy Charter School Board Director Agreement is unanimously approved
 - Approve Ben Franklin Academy Charter School Board Director Certification Form
 - Bill moves to approve the Ben Franklin Academy Charter School Board of Director Certification Form
 - Courtney seconds motion
 - The motion to approve the Ben Franklin Academy Charter School Board of Director Certification Form is unanimously approved
- Approve Independent Attorney-of-record – Bill Castor
 - Bill moves to approve the Independent Attorney-of-Record (Arrington Law Firm)
 - Steve seconds motion
 - The motion to approve the Independent Attorney-of-Record (Arrington Law Firm)
- Legislative Update (5 minutes) – Steve
- Board Training (8 minutes) – Steve
 - Module 06: Promoting the Vision and Mission
 - Module 17: Sunshine Law
- Board Working Meeting/Retreat (15 minutes) – Bill Castor
 - Identify Agenda Items and Assignments
 - Assign Board Self-Evaluation Responsibility- Sarah will distribute and consolidate
- Summary (5 minutes) – Bill Castor
 - Calendar:
 - May 23: Eighth Grade Graduation
 - May 24: Last Day of School (half-day)
 - June 10: Board Retreat/Working Meeting
 - August 14: First Day of School
 - Review Action Items: 8th Grade Graduation Thank You Notes
 - Review Votes
 - Assign Newsletter Item
 - Review Future Board Agenda Items
 - Succession Committee Planning
 - Identify Action Items for Parent Satisfaction, Student Satisfaction and Teacher Satisfaction Surveys
 - Staff Survey
 - Approve Revised Strategic Plan

- Board Training: Finances and Best Practices (sign Board Director Agreements/Conflict of Interest Forms)
 - Policy Review: Employee Dress Policy; Field Trip Policy; Non-Discrimination Policy; Student Discipline Policy
 - Board Evaluation
 - Committee Year-End Reports
 - Review and Approve Revised Board Calendar
 - Resolution re Officers and Directors
 - Review Student Satisfaction Survey results
 - Approve proposed Technology Plan
- o Adjourn
 - Bill moves to adjourn at 8:02pm
 - Courtney seconds the motion
 - The meeting is adjourned at 8:02pm

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: 5/21/2019