



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, MAY 17, 2022

5:30 PM - Middle School Commons - Ben Franklin Academy

Join Zoom Meeting  
<https://us02web.zoom.us/j/88528410614?pwd=ejUwNFVPeFVLK0hBQ09Fd3poVk9aUT09>  
Meeting ID: 885 2841 0614  
Passcode: 9tEDvA

### **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, the arts, 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 social emotional development, character, sports, and nature.

### **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.

Board Attendees: Matt Keillor, Sarah Nisbet, Adam Lucero, Jason Page, Karen Ramon, Mette Castor, Haley Magleieri

Other Attendees: Keri Street, Michelle Bynum, Halsley Hoff

**Matt calls the meeting to order at 5:33 pm**

- Opening (5 minutes) – Matt Keillor
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
    - Amend/Approve Agenda
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- Matt motions to approve the agenda
- Adam seconds the motion
- The Agenda is unanimously approved
- Consent Agenda (2 minutes) – Matt Keillor
  - Approve Minutes from May 11<sup>th</sup> Special Board Meeting
  - Matt moves to approve with pm added to times on the minutes
  - Sarah seconds
  - Consent agenda unanimously approved
- Open Comments (3 minutes/person) – Mette 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 on Tuesday, May 18, 2021, will be read at the meeting.
- Outgoing Board Member Recognition (5 Minutes) – Matt Keillor
- Policy Review – Mette Castor
  - Facility Use Policy & Fee Schedule
    - Reviewed & Approved
  - Grading Policy
    - Board would like SAC to revisit Section 3
- Parent Teacher Organization (PTO) Report (written report submitted) (10 minutes) – Haley Maglieri
  - Review and vote on approval of 2022-23 PTO events calendar will be scheduled for the June Retreat.
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
  - Facility Committee (no written report submitted) – Jason Page
  - Parent Teacher Organization (PTO) Report (written report submitted) - Haley Maglieri
  - Community Events Committee (CEC) (written report submitted) - Sarah Nisbet
  - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) Matt Keillor/Karen Ramon
  - School Accountability Committee (SAC) (written report submitted) – Mette Castor
  - Science, Technology, Engineering and Mathematics (STEM) Committee (no report submitted) – Jason Page
- Finance Committee Report and Updates (25 minutes) – Adam Lucero and Halsley Hoff (Strategic Plan Goals #2 and #6)
  - Review April 2022 Financials
  - The Finance Committee has reviewed and recommends approval of the April 2022 Financials.
  - Approval of Finance Committee Chair/Vice Chair
    - Chair: Lance Klassen
    - Vice-Chair: Jake Thorkildsen

Secretary: Brendon Cussio

- Adam moves that the board vote of approval of Lance Klassen, Jake Thorkildsen, and Brendon Cussio
    - Unanimously approved
  - Vote to Approve the April 2022 Financials
    - Adam motions to approve April 2022 Financials
    - Matt seconds the motion
    - April 2022 Financials unanimously approved
  - Vote on approval of Final Revised Budget for 2021/2022
    - Final Revised Total Revenue: \$9,816,338
    - Final Revised Total Expenses: \$9,747,309
    - Adam motions to approve Final Revised Budget for 2021/22
    - Sarah seconds the motion
    - Final Revised Budget for 2021/22 unanimously approved
  - Vote on approval of Final Revised Budget for 2021/2022 Resolution
    - Appropriated Amount: \$15,636,970
    - Appropriated Reserve: \$5,889,661
    - Adam motions to approve Final Revised Budget for 2021/22 Resolution
    - Karen seconds the motion
    - Final Revised Budget for 2021/22 Resolution unanimously approved
  - Vote on approval of Adopted Budget for 2022/2023
    - Adopted Budget Revenue: \$10,142,194
    - Adopted Budget Expenses: \$10,129,698
    - Adam motions to approve Adopted Budget for 2022/23
    - Jason seconds the motion
    - Adopted Budget for 2022/23 unanimously approved
  - Vote on approval of Adopted Budget Resolution for 2022/2023
    - Appropriated Amount: \$16,019,359
    - Appropriated Reserve: \$5,889,661
    - Adam motions to approve Adopted Budget Resolution for 2022/23
    - Matt seconds the motion
    - Adopted Budget for 2022/23 unanimously approved
- Treasurer’s Report (25 minutes) – Adam Lucero (Strategic Plan Goals #2 and 6)
  - Strategic Plan (10 minutes) – Sarah Nisbet
    - Review Strategic Plan
  - Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Review (5 minutes) – Matt Keillor
    - Review Ben Franklin Academy Charter School Board Director Agreement
    - Review Ben Franklin Academy Charter School Board Director Certification Form
  - Approve Independent Attorney-of-record – Matt Keillor
    - Vote regarding the appointment of Counsel of Record for 2022-23
      - Matt motions to approve appointment of Barry Arrington as Independent Attorney-of-record
      - Sarah seconds the motion

o Approval of appointment of Barry Arrington as Independent Attorney-of-record unanimously approved

- Board Training (15 minutes) – Adam Lucero
  - Module 06: Promoting the Vision and Mission
  - Module 17: Sunshine Law
- Board Working Meeting/Retreat (15 minutes) – Matt Keillor
  - Identify Agenda Items and Assignments
  - Assign Board Self-Evaluation Responsibility
- Summary (5 minutes) – Matt Keillor
  - Calendar:
    - May 19 SAC Monthly Meeting, STEM Monthly Meeting
    - May 23 2,3,4,5 Field Day
    - May 24 Middle School Field Day, 8<sup>th</sup> Grade Dinner
    - May 25 Preschool Graduation, Kindie and 1<sup>st</sup> Grade Field Day
    - May 26 8<sup>th</sup> Grade Graduation
    - May 27 Last Day of School
    - June 3 Board Retreat/Working Meeting
    - August 17 First Day of School
  - Review Action Items: 8th Grade Graduation Thank You Notes
  - Review Votes
  - Assign Newsletter Item
  - Review Future Board Agenda Items
    - Approve Revised Strategic Plan
    - Sign Board Director Agreements/Board Certification Forms
    - Board Evaluation
    - Committee Year-End Reports
    - 2021-22 Board Calendar
    - Resolution re Officers and Directors
    - New Board member mentors
    - Parent Survey Follow-up plans
  - Adjourn
    - Matt motions to adjourn the meeting
    - Karen seconds the motion
    - Matt adjourns the meeting at 7:20 pm

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.

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Date Modified: 6/2/2022