

**Advocates for Academic Excellence in Education, Inc.**  
**(Benjamin Franklin High School)**  
**Regular Board of Directors Meeting**

Thursday, January 19<sup>th</sup> at 4:00 PM  
Benjamin Franklin High School Library

**Agenda**

- 1. Call to Order:** 4:15 pm
- 2. Roll Call:** Duris Holmes '80, Carl Indest '79, Susan Weeks, Mark Mayer, Gary Ostroske, Collette Creppell, Ingrid Labat, M.D. '87, John Williams, Ph.D.  
In attendance: Dr. Timothy Rusnak, Robin Morris, Allison Bent Bowler, Lynn Jenkins, Christy Read, Tara Subaiya.
- 3. Approval of Agenda:** Put to Motion, Motion 2<sup>nd</sup>, Motion passed
- 4. Faculty Recognition**
  - Dr. Rusnak recognized Rachel Jones, Art Teacher and Dr. Veronique Day, French Teacher as new faculty members that started this semester. Also recognized was Tara Subaiya, Human Resources Administrator- a new member to the Business Office and Natalie Reinhart, Art Teacher- an addition to the Development Office, where she will help coordinate the Alumni giving efforts when she is not teaching.
- 5. Consent Items**
  - a.) Approval of minutes**
  - b.) Principal/CEO summary**
    - Ms. Weeks mentioned that the SACS review is coming up later this year. Ms. Morris stated that she received a notice in December saying she will receive a letter in February outlining the process. It was noted that the board will review the process at the Board Retreat in March. The board also asked that Dr. Rusnak provide monthly updates of the process in his CEO/Principal report.
- 6. Finance Report (Allison Bent Bowler)**
  - The Finance Committee met at 3:00 pm in the library.
  - The committee discussed the December financials and noted no major variances.
  - Larry Holmes from Bourgeois Bennett reviewed the audit report with the committee. Mr. Mayer summarized the presentation by asking Mr. Holmes if there were any major problems with the audit. Mr. Holmes assured the board there were none.
  - Approval of the Finance Report: Put to Motion, Motion 2<sup>nd</sup>, Motion passed
- 7. Information/ Discussion**
  - a) Presentation of audit report by Bourgeois Bennett, auditors:** Larry Holmes summarized the report.
  - b) Parent volunteerism:** Ms. Weeks would like to increase parent involvement through volunteer opportunities. Several ideas were discussed on how to increase parent volunteerism. Dr. Rusnak noted that as he recently wrote the new

constitution and bylaws, he included a provision that allowed for four vice presidents, each of whom would represent a grade level. This would ensure a logical succession to the presidency and more importantly, promote communication throughout the parent body of the school.

**c) Development committee report:** Ms. Read stated that parent annual giving was a huge success and they are up 30% from last year. They had a goal of \$150,000 and it was surpassed. Christy and Natalie have created an alumni strategic plan and are in the process of modifying the plan to increase alumni giving. Mr. Mayer noted the success of the Annual Giving Drive and that the Strategic Plan was very thorough.

**d) Board retreat:** The half-day retreat is tentatively scheduled for March 17<sup>th</sup>.

## **8. Action**

### **a) Approval of committee members**

- A brief discussion was held to provide board members with the background of Grant Ligon and Les Alexander. Mr. Ligon was considered for the Strategic Planning Committee and Mr. Alexander for the Finance Committee.
- The nomination was put to motion, 2<sup>nd</sup> and passed.

**Adjournment:** Put to Motion, Motion 2<sup>nd</sup>, Motion passed, Meeting Adjourned at 5:15 pm.