



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, AUGUST 20, 2019

5:30 PM - Dana Library - Ben Franklin Academy
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
K Full Day	48	48
K ½ Day	44	56
Total K	92 (12 short=6 kids)	104
1	103	104
2	102	104
3	104	104
4	104	104
5	104	104
6	104	104
7	104	95
8	115	105
TOTAL	932	928

BEN FRANKLIN ACADEMY

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

Attendees: Bill Castor, Bryan Molen, Sarah Nisbet, Matt Keillor Courtney Jurbala, Steve Haas, Burgandy Hodge, Kristen Goldberg, Diane Simpson, Halsley Hoff, Genevieve Gibson, Eric Gomez, Josh Rau, Tracey Pierce

Bill calls meeting to order at 5:31 pm

- **5:30PM** Opening (5 minutes) – Bill Castor
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda-
 1. Amended agenda- SAC & STEM = no written report.
 2. Tracey Pierce before the Principals report
 - Bill moves to approve the agenda
 - Sarah seconds the motion
 - The motion to approve the agenda is unanimously approved
- Consent Agenda – Bill Castor
 - Minutes of June Board Meeting/Retreat
 - Board Member Conflict of Interest Policy
 - Student Attendance Policy
 - 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
 - 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 Monday, August 19, 2019, will be read at the meeting.
 - No comments submitted
- Principal’s Report (45 minutes) – Diana Simpson
- Second Step Program Implementation (30 Minutes) – T. Pierce
- PTO Report – Burgandy – No written report submitted
- Review/Renewal of Insurance (15 Minutes) – Bryan Molen
 - o Go through a Marketing effort for 2020/2021 policy

BEN FRANKLIN ACADEMY

- Review and approve Code of Ethics – Bryan Molen
 - Bill moves to approve the Code of Ethics with formatting and date changes made
 - Courtney seconds the motion
 - The motion to approve the Code of Ethics is unanimously approved
- Legislative Update (5 minutes) – Steve Haas
- Review and Approve Principal Goals for 2019 - 2020 – Bryan Molen
 - Brian is going to recreate the evaluation form to review in September
- Review and Approve Principal Evaluation Matrices for 2019 – 2020 – Bryan Molen
 - Brian is going to recreate the evaluation form to review in September
- Board Committee Reports (written reports submitted, as indicated)
 - Facility Committee (No written report to be submitted)
 - Fundraising Committee (no written report to be submitted)
 - Grant Committee (no written report submitted)
 - Community Events Committee (CEC) (no written report submitted)
 - School Accountability Committee (SAC) (written report submitted)- No report
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (25 minutes) - No report – Matt
 - Technology Committee (no report)
 - Curriculum Committee (No written report submitted)

FINANCIAL FOCUS:

- Finance Committee Board Report – Steve Haas
- Treasurer’s Report (10 minutes) – Steve
 - Review May, June and July 2019 Financials
 - The Finance Committee has reviewed and recommends approval of the May, June and July 2019 Financials.
 - Steve moves to approve the May, June, and July 2019 Financials
 - Bryan seconds the motion
 - The motion to approve the May, June and July 2019 Financials is unanimously approved
- Board Training – 15 Minutes
 - Module 20: Renewal and Accreditation
 - Module 23: Charter Schools Act
 - Module 14: Charter School Waivers
- Policy Review (5 minutes) – Courtney
 - Review and approval of BFA policies in accordance with the Board/SAC schedule
 - There were no recommended changes to the policies scheduled for review this month. Both were moved to the Consent Agenda.

• Summary

Calendar:

Back to School Night (K-4)

August 28

BEN FRANKLIN ACADEMY

Back to School Night (5-8)	August 29
Dress of Choice	August 30
Labor Day (No School)	September 2
Formal Uniform	September 4
Broncos Spirit Day	September 6
September Board Meeting	September 17

- Review Action Items
- Review Votes
- Review Future Agenda Items
- Adjourn
 - Bill moves to adjourn at 8:11
 - Burgandy seconds the motion
 - The motion to adjourn is unanimously approved

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: 8/17/19