



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, SEPTEMBER 17, 2019

5:30 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, 2024.

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September Enrollment

Grade	Enrolled	2019-2020 Projection
K Full Day	48	48
K ½ Day	46	56
Total K	94 (10 kids short= 5 kids)	104
1	101	104
2	102	104
3	104	104
4	104	104
5	104	104
6	104	104
7	104	95
8	115	105
<b>TOTAL</b>	<b>932</b>	<b>928</b>

MWF AM 3s	16/16
TTH AM 3s	16/16
MWF AM 4s	16/16 (7 stay all day)
TTH AM 4s	16/16 (8 stay all day)
MWF PM 4s	6/16
TTH PM 4s	14/16

Attendees: Bill Castor, Bryan Molen, Sarah Nisbet, Matt Keillor Courtney Jurbala, Steve Haas, Burgandy Hodge, Diane Simpson, Halsley Hoff, Lisa Fischer, Mollie Anderson, Debbie Brook, Leigh Savoy, Tyler Sunahara

Bill calls meeting to order at 5:33 pm

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Bill moves to approve the agenda
    - Sarah seconds the motion
    - The motion to approve the agenda is unanimously approved
  
- Consent Agenda (2 minutes) – Bill Castor
  - Approve Minutes from the August 20, 2019 Board Meeting
  - 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) – Courtney Jurbala (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, September 17, 2019, will be read at the meeting.

- No comments submitted
- Lisa Fischer- reconsider funding change/fundraising and reinstate- DC and Disney trips
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
  - Initial review of 2020 – 2021 Academic calendar
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
- 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)
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (25 minutes) – Matt
  - Technology Committee (no report)
  - Curriculum Committee (No written report submitted)
  - Finance Committee – Written report submitted

Financial Focus:

- Treasurer’s Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
  - Review August Financials
  - The Finance Committee has reviewed and recommends approval of the August 2019 Financial Reports.
    - Approve the August 2019 Financial Reports
      - Steve moves to approve the August 2019 Financials
      - Courtney seconds the motion
      - The motion to approve the August 2019 Financials is unanimously approved
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney
  - Student Attendance Policy
    - Moved to Consent Agenda – no recommended changes
  - Conflict of Interest Policy
    - Approve Conflict of Interest Policy
      - Courtney moves to approve the changes in the Conflict of Interest Policy
      - Bryan seconds the motion
      - The motion to approve the changes in the Conflict of Interest Policy is unanimously approved
- Board Training (20 minutes) – Bill
  - Module 15: Data Driven Decisions
  - Module 16: Accountability and Program Assessment
- Board Succession Planning (5 minutes) – Bryan

- Board Responsibilities (15 minutes) – Bill
  - September 20th In-Service Board Representatives
  - Next Board newsletter contributor
  - Schedule Board classroom visits
- October Board Training:
  - Module 22: Communication
  - Module 24: Effective Committees
  - Module 26: Parental Involvement
- Board Calendar (5 minutes) – Bill
- Summary (5 minutes) – Bill
- Calendar:

September 20:	In-Service Day – No School
September 27:	STEAM Expo.
September 30:	Spirit Week
October 7:	Cancer Awareness Week
October 8:	Parent – Teacher Conferences
October 8:	October Board Meeting
October 14 - 18:	Fall Break
- Review Action Items
- Review Votes
- 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.

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Date Modified: 9/15/19