



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, OCTOBER 22, 2019

5:30 P.M. Board Meeting

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.

Attendees: Bill Castor, Matt Keillor Courtney Jurbala, Burgandy Hodge, Diane Simpson, Halsley Hoff, Mollie Anderson, Josh Rau, Eric Gomez, Leigh Savoy, Steve Haas by phone (6:30 pm)

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
TOTAL	932	928

Kindergarten Enrollment:

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

Bill calls meeting to order at 5:33

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to make the following amendments to the agenda;
 - Enrollment Policy to the Consent Agenda; Succession planning moved to November due to Sarah and Bryan not in attendance
 - Bill moves to approve the amended agenda
 - Courtney seconds the motion
 - The motion to approve the amended agenda is unanimously approved

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the September 17th Agenda
 - Bill moves to approve the consent agenda
 - Matt seconds the motion
 - The motion to approve the consent agenda is unanimously approved

- Open Comments (3 minutes/person) – Bill 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, October 22, 2019, will be read at the meeting.
 - One comment submitted around thanking the board for our willingness to review the fundraising request.

- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Need to decide in November what to do with the Kindergarten classes in 2020/2021 relative to the number of half and full-day classes.

- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge

- Community Events Committee (CEC) (no written report submitted)

- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
 - Fundraising Committee (no written report submitted) – Steve Haas
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Courtney
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
 - Technology Committee (written report submitted) (10 minutes) – Matt Keillor

Financial Focus:

- Treasurer’s Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
 - Review September Financials
 - The Finance Committee has reviewed and recommends approval of the September 2019 Financial Reports.
 - Approve the September 2019 Financial Reports
 - Steve moves to approve the September 2019 Financials
 - Courtney seconds the motion
 - The motion to approve the September 2019 Financials is unanimously approved
 - November meeting needs a vote on approval of the Audit
 - Budget resolution form to be finalized in November
- Board Succession Planning (10 Minutes) – Bryan/Sarah
 - Moved to November
- Board Training (20 minutes) – Burgandy Hodge
 - Module 22: Communication
 - Module 24: Effective Committees
 - Module 26: Parental Involvement
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney Jurbala
 - Enrollment Policy- no changes; moved to consent agenda
 - Document Retention Policy
 - Courtney moves to approve the proposed changes to the Document Retention Policy
 - Burgandy seconds the motion
 - The motion to approve the proposed changes to the Document Retention Policy is unanimously approved
 - Uniform Policy
 - Courtney moves to approve the proposed changes to the Uniform Policy

- Matt seconds the motion
- The motion to approve the proposed changes to the Uniform Policy is unanimously approved
- Environmental Education Policy
 - Courtney moves eliminate the Environmental Education Policy
 - Burgandy seconds the motion
 - The motion to eliminate the Environmental Education Policy is unanimously approved

- Legislative Update (5 minutes) – Steve Haas
- Discussion and vote on fundraising for 8th grade DC trip, Choir trip to Disney and DI – Bill
 - Discussed importance of students earning the funding assistance by volunteerism and agreed to look at potentially having students volunteer 10 hours to be able to eligible for Board funding for trips for future state. Revisit how this could be implemented and tracked.
 - We need to make Disney and DC the same from a funding perspective (\$12K each); DI gets \$1K if they go to the national and/or global competition.
 - Bill moves to approve a budget change for this academic year to allocate \$25K for the major BFA field trips, to be allocated \$12K to both the Disney and DC trip and \$1K to DI if they go to the global competition. Parents/guardians of the student attending need to complete their family volunteer hours in order to qualify for the credit.
 - Courtney seconds the motion
 - The motion to increase the field trip budget by \$25K unanimously approved

- Board Responsibilities (5 Minutes) – Bill Castor
- Summary (5 minutes) – Bill
- Calendar:

October 23:	PTO Meeting & 5 th Grade Musical
October 26:	Ben Franklin Bash
November 5:	CEC Meeting
November 11:	Veteran’s Day Celebration
November 12:	STEM Committee Meeting
November 14:	Parry’s Pizza Spirit Night
November 14:	Finance Committee Meeting
November 19:	November Board Meeting
November 25 – 29	Thanksgiving Break

- Review Action Items
- Review Votes
- Adjourn
 - Bill moves to adjourn at 8:10



- 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: 11/2/2019