



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, NOVEMBER 19, 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.

Attendees: Bryan Molen, Steve Haas, Matt Keillor, Sarah Nisbet, Courtney Jurbala (via phone), Diane Simpson, Halsley Hoff, Michelle Bynum, Josh Rau, Aric Gomez, Nicole Poleshook, Lyndsey Humphries (PTO), members of the student council

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

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

Bryan calls meeting to order at 5:30pm

- Opening (5 minutes) – Bryan Molen
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bryan moves to approve the agenda
 - Sarah seconds the motion
 - The motion to approve the agenda is unanimously approved

- Consent Agenda (2 minutes) – Bryan Molen
 - Approve Minutes from the October 2019 Board Meeting
 - Bryan moves to approve the Consent Agenda
 - Steve seconds the motion
 - The motion to approve the Consent Agenda is unanimously approved

- Open Comments (3 minutes/person) – Courtney (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 Mountain Time on Tuesday, November 19, 2019 will be read at the meeting.
 - One open comment was submitted: Can we have an update on the plans for the BFA greenhouse? Can you share this information in the weekly newsletter?
 - Diana will address in the Principal Report and will put a blurb in the newsletter
 - No other open comments online or in person

- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Greenhouse is waiting for approval from the county
 - Diana will provide an update in the newsletter once approval is granted
 - Review and vote for approval of BFA Audit
 - Bryan moves to approve the BFA Audit
 - Matt seconds the motion
 - The motion to approve the BFA Audit is unanimously approved

- Review and vote on approval of Revised Budget
 - Bryan moves to approve the Revised Budget
 - Courtney seconds the motion
 - The motion to approve the Revised Budget is unanimously approved
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
- Community Events Committee (CEC) (No written report submitted) - Bryan
- 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; written report submitted) – Diana Simpson
 - Fundraising Committee (no written report submitted) – Steve Haas/Bryan
 - Grant Committee (no written report submitted)
 - School Accountability Committee (SAC) (written report submitted) – Courtney Jurbala
 - 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 October Financials
 - The Finance Committee has reviewed and recommends approval of the October 2018 Financial Reports.
 - Approve the October 2018 Financial Reports
 - Steve moves to approve the October 2019 Financials
 - Sarah seconds the motion
 - The motion to approve the October 2019 Financials is unanimously approved
- Board Succession Planning (10 Minutes) – Bryan/Sarah
 - SAC to review Election policy at their November meeting
 - Any changes to be voted on and approved by the Board at the December meeting
 - Communication regarding elections to begin in December newsletter, followed by Succession Committee in January, February, March, etc
 - Recruitment packet to be sent to Parent Voting group on February 3rd
 - Town hall to be held on February 18th
 - Nominations due February 21st
 - Candidate reveal scheduled for March 9
 - Candidate Q&A on March 24th

- Elections to be held March 30-April 17
- Votes counted on April 20
- Results announced on April 21

- Board Training (20 minutes) – Steve Haas
 - Module 09: Board Financial Oversight
 - Module 27: Capital Improvement
 - Module 28: Fund Development Resources
 - Burgandy will handle December’s Board Training

- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney Jurbala
 - Review of Building key, Key Fobs and Access Card Policy
 - Courtney moves to approve the changes to the Building key, Key Fobs, and Access Card Policy
 - Bryan seconds the motion
 - The motion to approve the changes to the Building key, Key Fobs, and Access Card Policy is unanimously approved

 - Review of Continuing Disclosure Policy and Procedure
 - Seek clarity from Paige Brock relative to the reference of “Contributors to Disclosure Counsel” in Section 3c
 - Will review and approve in the December board meeting

 - Review of Parent Communication Policy
 - Courtney moves to approve the changes to the Parent Communication Policy
 - Sarah seconds the motion
 - The motion to approve the changes to the Parent Communication Policy is unanimously approved

 - Review of Scheduling Policy
 - Policy reviewed
 - No changes made or vote taken

- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities (5 Minutes) – Bryan
 - Staff Breakfast Scheduling – Bryan
 - Dec 13th - Scheduled
- Board Calendar (5 minutes)

November 20	PTO Meeting
November 25 – 29	Thanksgiving Break
December 3	CEC Meeting
December 4	Formal Uniform

- Review Action Items
- Review Votes



- Summary/Adjourn
 - Bryan moves to adjourn at 7:40pm
 - Matt 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: 11/19/2019