



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, DECEMBER 17, 2019

5:00 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.

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

Attendees: Bill Castor, Matt Keillor Courtney Jurbala, Burgandy Hodge, Diane Simpson, Leigh Savoy, Steve Haas, Lisa Fischer, Mindy Green, Natalie Lucero; Halsley Hoff; Diana Simpson; Kristen Goldberg

Bill calls meeting to order at 5:05 pm

- Opening (5 minutes) – Bill Castor
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda-
 - Bill moves to amend the agenda as follows:
 - November/December Finance documents will be reviewed in January;
 - On Board succession; review talent matrix and communication;
 - No report submission for STEM Committee;
 - Move Student Policy Review to January meeting
 - Fundraising does not have a submitted report;
 - Bill moves to approve the Amended Agenda
 - Bryan seconds the motion
 - The motion to approve the Amended Agenda is unanimously approved
- Consent Agenda (2 minutes) – Bill
 - Approve Minutes from the November 2019 Board Meeting
 - Bryan moves to approve the consent agenda
 - Sarah seconds the motion
 - The motion to approve the consent agenda is unanimously approved
- Open Comments (3 minutes/person) – Bill (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, December 17, 2019 will be read at the meeting.
 - No open comments submitted online or in person (besides Kyle Castor likes chicken)
- SAC Parent Survey Review/Update (30 minutes) – (Strategic Goals 1 & 3) – Courtney/Lisa Fischer
 - Will finalize in January
- Principal’s Report (30 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- 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; no written report submitted) – Diana Simpson
- Fundraising Committee (written report submitted) – Steve Haas/Bryan Molen
- Grant Committee (no written report submitted) – Steve Haas
- 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 and vote on approval of November Financials
- Board Succession Planning Update (10 Minutes) – Bryan/Sarah
 - Review/update Board Election Policy
 - Will be reviewed in the December SAC and brought back to the Board in January
- Policy Review
 - Student Data Privacy Policy
 - the Student Data Policy will be reviewed by the Board in January to allow the Technology Committee to review Teacher Compensation Policy
 - Assistance for Qualified Free and Reduced Lunch Recipients
- Board Training (15 minutes) – Bill
 - Module 19 – Professional Development
 - Module 29 – Needs Assessment
- Legislative Update (5 minutes) – Steve Haas
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session – Diana Simpson invited) (45 minutes) – Bill
 - Bill moves to convene to executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - Bryan seconds the motion
 - The motion to convene to executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters is unanimously approved
 - Attendees Steve Haas, Burgandy, Courtney, Bill, Bryan Molen; Bill Castor; Matt, Sarah, Diana Simpson
 - No votes taken during the executive session
 - Bill moves to close the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters at 7:35
 - Burgandy seconds the motion

→ The motion to close the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters is unanimously approved

- Board Responsibilities (5 Minutes) – Bill
→ Newsletter
- Board Calendar (5 minutes) – Bill
- December 23 – January 3 Winter Break
January 21 January Board of Directors Meeting
- Review Action Items
→ Newsletter
- Review Votes
- Summary/Adjourn
→ Bill moves to adjourn the meeting
Courtney seconds the motion
The meeting is adjourned at 7:37PM

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: 1/12/20