



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, JANUARY 21, 2020

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, 2019.

Enrollment Update:

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, Bryan Molen, Sarah Nisbet, Burgandy Hodge, Diana Simpson, Halsley Hoff, Michelle Bynum

Bill calls meeting to order at 5:31pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to amend the agenda removing the review of the Teacher Compensation Policy which was reviewed in December 2019
 - Sarah seconds the amended agenda
 - The motion to approve the amended agenda is unanimously approved

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the December 17, 2019 Board Meeting
 - Uniform Policy (reviewed/approved in September)
 - Asset Management Policy
 - Bill moves to amend the Consent Agenda, adding Bryan Molen to the list of attendees and correcting the spelling of Diana’s name
 - Burgandy seconds the motion
 - The motion to approve the amended Consent Agenda is unanimously approved

- Open Comments (3 minutes/person) – Bryan Molen (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, January 21, 2020, will be read at the meeting.
 - No open comments online or in person

- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:
 - Board Succession Committee (10 Minutes) – Sarah Nisbet
 - Timeline and document needs review
 - Community Events Committee (CEC) (no written report submitted)

- Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
- Fundraising Committee (no written report submitted)
- Grant Committee (no written report submitted) – Steve Haas
- School Accountability Committee (SAC) (written report submitted) – Courtney Jurbala
 - Final review/approval of 2020 parent survey
- Science, Technology, Engineering and Mathematics (STEM) Committee (no written report submitted) – Matt Keillor
- Technology Committee (no written report submitted) (10 minutes) – Matt Keillor

Financial Focus:

- Treasurer’s Report
- Finance Committee Report & Updates (25 Minutes – Steve Haas (Strategic Plan Goals #2 and 6)
 - Review November and December 2019 Financials
 - The Finance Committee has reviewed and recommends approval of the November and December 2019 Financials.
 - Vote on approval of November 2019 Financials
 - Bill moves to approve the November 2019 Financials
 - Sarah seconds the motion
 - The motion to approve the November 2019 Financials is unanimously approved
 - Vote on approval of December 2019 Financials
 - Bill moves to approve the December 2019 Financials
 - Bryan seconds the motion
 - The motion to approve the December 2019 Financials is unanimously approved
- Principal’s Report (30 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Board Training (15 minutes) – Bill
 - Module 11: Policy Development
 - Module 21: Grant Writing
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Bryan
 - Mobile Electronic Device Policy (from December)
 - Policy was reviewed; no changes
 - Board of Director Election Policy (from December)
 - Bryan moves to approve the Succession Committee changes to the Board of Director Election Policy
 - Sarah seconds the motion
 - The motion to approve the Succession Committee changes to the Board of Director Election Policy is unanimously approved
 - Teacher Compensation Policy
 - Reviewed in December 2019; agenda amended

- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
- Newsletter
 - Board Communication Assignment (Board Recruitment)
 - The Succession Committee Letter will be included in the February Newsletter
- Review Action Items
- Review Votes
- Board Training for February- Matt Keillor
- Summary (5 minutes) – Bill Castor

Calendar:

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|----------------|----------------------------|
| February 11-13 | Parent/Teacher Conferences |
| February 14 | No School – Comp. Day |
| February 17 | No School – Presidents Day |
| February 18 | Board Meeting |
| February 21 | End of second trimester |
- Adjourn
 - Bill moves to adjourn at 7:12pm
 - 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: 1/21/20