



BOARD OF DIRECTORS
MEETING MINUTES
 TUESDAY, FEBRUARY 18, 2020

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.

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

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, Brian Molan, Diana Simpson, Leigh Savoy, Steve Haas, Sarah Nisbet; Michelle Bynum; Halsley Hoff; Emily Tenhondfold, Kelly Marie Thompson, Greg Todd

Attendees at Town Hall:



TOWN HALL SIGN IN SHEET

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Ben Franklin Academy - Dana Library

NAME	
1	Devon Preeo
2	Julie Ladner
3	Michael Inman
4	Juan Carlos Madeni
5	Karen Ramon
6	Betsy McCain
7	Heather Christensen
8	Sheri Dethlefs
9	Greg Todd
10	Kristin McGeary
11	Lindsay Stapp
12	Jenna West
13	Johanna Moody
14	Heather Kimball
15	M. [unclear]
16	Amul Saboo
17	Raj Mansingh
18	Emily Tenhondfeld
19	Beth Fitcher
20	Ariana Motardi
21	Jennifer Gardner
22	Maha Lakshmi
23	Nancy Blount
24	Antie Kelly

Bill calls meeting to order at 5:00 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

- Board Election Townhall Session (Sarah/Bryan - 30 Minutes)
 - Diana presented and responded to questions about the new carpool App.

- Consent Agenda (1.3 minutes) – Bill Castor
 - Minutes from the January Board Meeting
 - Mobile Electronic Policy (from Prior agenda)
 - Book Donation 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 (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, February 18, 2020, will be read at the meeting.
 - One open comment regarding adjusting the Fall Break to be in line with DCSD from Michelle Koeniger

I am responding to the post about the possibility of not adjusting Fall Break if Douglas County decides to change the dates. We are like many BFA families who have older siblings in high school, and it would be very difficult having different breaks. Not only would families not be able to travel without taking one kid out of school, they also would not have help with childcare if the older sibling isn't there. Please take this into consideration when making your decision.

- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
- Principal's Report (20 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Vote regarding potential to alter the Approved BFA 2020-2021 Academic Calendar to align with proposed changes to DCSD 2020-2021 calendar. (Bill – 15 Minutes)
 - Bill makes a motion to alter the Approved BFA 2020-2021 Academic Calendar, if necessary, to align with the DCSD 2020-2021 Calendar
 - Bryan seconds the motion
 - Motion to alter the Approved BFA 2020-2021 Academic Calendar to align with the DCSD 2020-2021 calendar is unanimously approved.

- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:
 - Board Succession Committee – Sarah/Bryan
 - Review of status of nominations and next steps
 - 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) – 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) – Matt Keillor

- Finance Committee – (written report submitted) Steve Haas and Halsley Hoff
 - Review proposed changes to the Finance Policies and Procedures

Financial Focus:

- Finance Committee Updates
 - Review January 2020 Financials
 - The Finance Committee has reviewed and recommends approval of the January 2020 Financials.
 - Vote on approval of the January 2020 Financials.
 - Steve moves to approve the January 2020 Financials
 - Bryan seconds the motion
 - The motion to approve the January 2020 Financials is unanimously approved
- Treasurer’s Report (20 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Board Training (10 minutes) – Matt Keillor
 - Module 05: Holding Productive Meetings
 - Module 30: Additional Best Practices
- Policy Review (Strategic Plan Goals #1-3 and 6) (20 minutes) – Courtney Jurbala
 - Inventory Management Policy
 - Courtney moves to approve the changes to the Inventory Management Policy
 - Sarah seconds the motion
 - The motion to approve the changes to the Inventory Management Policy is unanimously approved
 - Volunteer and Visitor Policy
 - Courtney moves to approve the changes to the Volunteer and Visitor Policy
 - Bryan seconds the motion
 - The motion to approve the changes to the Volunteer and Visitor Policy is unanimously approved
- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor

