



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, APRIL 21, 2020

5:00 P.M. Board Meeting

**THIS MEETING WILL BE ONLINE/DIAL-IN ONLY**

Join Zoom Meeting

<https://zoom.us/j/8803586978?pwd=eFZkbFVwQW9FbkFNUzBub0gyUnRiUT09>

Meeting ID: 880 358 6978 Password: 084341

**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.

Board Attendees: Bill Castor, Matt Keillor, Courtney Jurbala, Bryan Molan, Steve Haas, Sarah Nisbet, Burgandy Hodge

Other Attendees: Diana Simpson, Halsley Hoff; Michelle Byrum; Haley Maglieri, Adam Lucero, Karen Ramon, Jason Page, Janet Harlow, Lisa Fischer, Cindy Brawly, Aric Gomez, Amanda Trenck, Kristen Goldberg

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

Bill calls the meeting to order at 5:03 pm

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Burgandy requests to amend the agenda and include the 2019/2020 Teacher Survey Summary results. No STEM Committee Reports were submitted.
    - Bill moves to approve the amended agenda
    - Sarah seconds the motion
    - The motion to approve the amended agenda is unanimously approved
  
- Consent Agenda (2 minutes) – Bill Castor
  - Approve Minutes from March Board Meeting
  - Approve Minutes from the Candidate Q&A Board Meeting
  - Policies with no recommended changes:
    - Employee Dress Policy
    - Conflict Resolution Policy
    - Credit Card Processing Policy
      - Bill moves to approve the consent agenda
      - Bryan seconds the motion
      - The motion to approve the consent agenda is unanimously approved
  
- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters – (30 Minutes).
  - Bill moves to convene into executive session at 5:10 pm
  - Courtney seconds the motion
  - The motion to convene is unanimously approved
  - The executive session ended at 5:39pm
  - No votes were taken
  - Board Attendees: Bill Castor, Matt Keillor, Courtney Jurbala, Bryan Molan, Steve Haas, Sarah Nisbet; Burgandy Hodge
  
- Bill moves to adjourn the executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) at 5:41pm
  - Courtney seconds the motion and the executive session is adjourned at 5:41pm
  - No votes were taken during the executive session

- 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 Mountain Time on Tuesday, April 21, 2020, will be read at the meeting.
  - One Open Comment from Bob Brawley: *I would like to see a requirement for each teacher to engage with their class via an online platform (zoom, go to meeting, etc) on a daily basis (5th grade and up). My preference would be that attendance is mandatory, but I realize you are hand cuffed by the DCSD policy that grades do not count. So, please make it mandatory for each teacher and then parents can decide whether their children will attend. It would be a zoom for each class, every day. Math, science, social studies, etc. a lot like regular school. This would give the kids a proper structure for their day.*
- Board of Directors Election Results (5 minutes) – Sarah
  - Announce and vote on acceptance of the results of the Parent Voting Group for Seats 5 and 6, Class C (each is a three-year term).
  - The Parent Voting Group elected Matt Keillor and Adam Lucero for Seats 5 and 6, Class C
  - Bill moves to accept the results of the election for Seat 5 and 6, Class C
  - Burgandy seconds the motion
  - The motion to accept the results of the election for Seats 5 and 6, Class C is unanimously approved
- Board of Directors Appointment (15 minutes) – Bill Castor
  - The Board will appoint a new member for Seat 7, Class C (three-year term)
    - The Board of Directors conducted a vote through secret ballot
    - The vote from the Board was for Jason Page for Seat 7, Class C
  - The Board will appoint a new member for Seat 4 Class B (remainder of term – two years).
    - The Board of Directors conducted a vote through secret ballot
    - The vote from the Board was for Karen Ramon for Seat 4, Class B
- Principal’s Report (30 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Review of Parent Survey Results (45 Minutes) – Courtney
- Policy Review – (5 Minutes) - Courtney
  - Vote on approval of proposed changes to the Uniform Policy
    - Courtney moves to approve the changes to the Uniform Policy
    - Bryan seconds the motion
    - The motion to approve the Uniform Policy is unanimously approved
- 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:
  - Community Events Committee (CEC) (no written report submitted)

- Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted)
- 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
- Finance Committee – (written report submitted) Steve Haas and Halsley Hoff
  
- Treasurer’s Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
  
- Finance Committee Updates
  - Review March 2020 Financials
  - The Finance Committee has reviewed and recommends approval of the March 2020 Financials.
    - Vote on approval of the March 2020 Financials.
      - Steve moves to approve the March 2020 Financials
      - Courtney seconds the motion
      - The motion to approve the March 2020 Financials is unanimously approved
  - Review proposed 2020/2021 Budget
  
- Approve Auditor of Record for 2019/2020 – Steve Haas
  - Steve moves to approve Hinkle & Company as the Auditor of Record for 2019/2020
  - Bryan seconds the motion
  - The motion to approve Hinkle & Company as the Auditor of Record for 2019/2020 is unanimously approved
  
- Board Training – Bryan Molen
  - Module 01: Board Self-Assessment
  - Module 18: Selecting, Reviewing and Supporting the Administrator
  
- Legislative Update (5 minutes) – Steve Haas
- Strategic Plan Working Session (5 minutes) – Bill Castor
  - Schedule Strategic Planning Session and attendees
  
- Schedule Board Working Meeting/Retreat (5 minutes) – Bill Castor
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor

- **Calendar:**
  - 8<sup>th</sup> Grade Graduation
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
  - New Board member participation in May
  - Principal Performance Review
- Board Training for May – **Bill will be responsible for the training:**
  - Module 06: Promoting the Vision and Mission
  - Module 17: Sunshine Law
- Adjourn
  - **Bill moves to adjourn the meeting at 9:23 pm**
  - **Bryan seconds the motion and the meeting is adjourned at 9:23pm**

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: 4/22/2020