



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, MAY 19, 2020

5:00 P.M. Board Meeting

**THIS IS A DIAL-IN/ONLINE MEETING ONLY**

**Join Zoom Meeting**

**<https://zoom.us/j/8803586978?pwd=eFZkbFVwQW9FbkFNuzBub0gvUnRiUT09>**

**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, Sarah Nisbet; Burgandy Hodge, Adam Lucero, Karen Ramon, Steve Haas, Jason Page

**Other Attendees:** Diana Simpson, Halsley Hoff; Michelle Byrum, Aric Gomez, Janet Harlow, Halsley Hoff, Mollie Anderson, Sarah Boland

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 5:05 pm**

- Opening (5 minutes) – Bill Castor
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Include a discussion on masks for the 2020/2021 School Year.
    - State of STEM report will be pushed to summer meeting- remove from agenda
    - No Vote for Budget- now due June 5th
    - No SAC Chair to vote on
    - Bill moves to approve the amended agenda
    - Burgandy seconds the motion
    - The motion to approve the amended agenda is unanimously approved
  
- Consent Agenda (2 minutes) – Bill
  - Approve the Minutes from the April 21, 2020 Board Meeting
    - Bill moves to approve the Consent Agenda
    - Burgandy seconds the motion
    - The motion to approve the Consent Agenda is unanimously approved
  
- Open Comments (3 minutes/person) – Courtney
  - 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 on Tuesday, May 19, 2020, will be read at the meeting.
    - No open comments submitted
  
- 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 5:12 pm
  - Courtney seconds the motion
  - The motion to convene is unanimously approved
  - Bill moves to end the executive session at 5:46 pm
  - Sarah seconds the motion
  - The motion to end the executive session is unanimously approved
  - \* No votes were taken during the Executive Session

**Executive Session Attendees:** Bill Castor, Matt Keillor , Courtney Jurbala, Bryan Molan, Sarah Nisbet; Burgandy Hodge, Adam Lucero, Karen Ramon, Steve Haas, Jason Page, Diana Simpson

- Principal’s Report (30 minutes) – Diana

- Parent Teacher Organization (PTO) Report (written report submitted) (10 minutes) – Sarah
  - Review and vote on approval of 2020-21 PTO events calendar
    - Sarah moves to approve the 2020-21 PTO events calendar
    - Burgandy seconds the motion
    - The motion to approve the 2020-21 PTO events calendar is unanimously approved
- Masks for the school year? Educational Outfitters wanted us to place an order for plaid masks. Do we need to order and have them match? How do we manager? Do we want to have EO order masks in case we want to purchase them. The answer is not right now and we need to give more thought. Liability issues? - Sarah
- Board Committee Reports (written reports submitted, as indicated) (30 minutes)
  - Community Events Committee (CEC) (no written report submitted) (5 minutes)
    - Review status & events for 2020-21 academic year- met last week but no update to Diana at this point
  - Curriculum Committee (no written report submitted)
  - Fundraising Committee (no written report submitted)
  - Grant Committee (no report submitted)
  - School Accountability Committee (SAC) (written report submitted) – Courtney
    - In the 2020/2021 school year, it was agreed that we will work with SAC to discuss the discipline policy and potentially have loop to close out
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (25 minutes) – Matt
    - Vote on approval of Committee Chair for FY2020-21
      - Matt moves to approve Melanie Peters STEM Committee Chair for FY2020-21
      - Bryan seconds the motion
      - The motion to approve Melanie Peters STEM Committee Chair for FY2020-21 is unanimously approved
  - Technology Committee (report submitted) – Matt

**FINANCIAL FOCUS:**

- Finance Committee Board Report – Steve Haas/Halsley Hoff
- Treasurer’s Report (10 minutes) – Steve Haas
  - Review April 2020 Financials
    - The Finance Committee has reviewed and recommends approval of the April 2020 Financials.
    - Vote on approval of the April 2020 Financials
      - Steve moves to approve the April 2020 Financials
      - Bryan seconds the motion
      - The motion to approve the April 2020 Financials is unanimously approved
- Strategic Plan (10 minutes) – Bryan Molen
  - Review Revised Strategic Plan
- Policy Review – Courtney
  - Facility Use Policy & Fee Schedule

- Courtney moves to approve the Facility Use Policy & Fee Schedule
- Bryan seconds the motion
- The motion to approve the Facility Use Policy and Fee Schedule is unanimously approved
- Grading Policy
  - Courtney moves to approve the Grading Policy
  - Sarah seconds the motion
  - The motion to approve the Grading Policy is unanimously approved
- Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Reading and Vote (5 minutes) – Bill Castor
  - Approve Ben Franklin Academy Charter School Board Director Agreement
    - Bill moves to approve the 2020-21 BFA School Board Director Agreement
    - Bryan seconds the motion
    - The motion to approve the 2020-21 BFA School Board Director Agreement is unanimously approved
  - Approve Ben Franklin Academy Charter School Board Director Conflict of Interest Form
    - Bill moves to approve the 2020-21 BFA School Board Director Conflict of Interest Form
    - Courtney seconds the motion
    - The motion to approve the 2020-21 BFA School Board Director Conflict of Interest Form is unanimously approved
- Approve Independent Attorney-of-record – Bill Castor
  - Vote regarding appointment of Counsel of Record for 2020-21
    - Bill moves to approve Barry Arrington/Arrington Law Firm as the Counsel of Record for 2020/2021
    - Bryan seconds the motion
    - The motion to approve Barry Arrington/Arrington Law Firm as the Counsel of Record for 2020/2021 is unanimously approved
- Legislative update (5 minutes) – Steve
- Board Training (15 minutes) – Bill
  - Module 06: Promoting the Vision and Mission
  - Module 17: Sunshine Law
- Outgoing Board Member Recognition (5 Minutes)
- Board Working Meeting/Retreat (15 minutes) – Bill Castor
  - Identify Agenda Items and Assignments
  - Assign Board Self-Evaluation Responsibility
  - June 12<sup>th</sup> at 8:30 am will be the date/time
- Summary (5 minutes) – Bill Castor
  - Calendar:
    - May 22 Last Day of School (half-day)
    - TBD Eighth Grade Graduation
    - June 12 Board Retreat/Working Meeting
    - August 19 First Day of School
  - Review Action Items: 8th Grade Graduation Thank You Notes

- Review Votes
- Assign Newsletter Item
- Review Future Board Agenda Items
  - Approve Revised Strategic Plan
  - Sign Board Director Agreements/Conflict of Interest Forms
  - Board Evaluation
  - Committee Year-End Reports
  - 2020-21 Board Calendar
  - Resolution re Officers and Directors
  - New Board member mentors
  - Parent Survey Follow-up plans
- Adjourn
  - Bill moves to adjourn the meeting at 8:01 pm
  - Bryan seconds the motion
  - The meeting adjourns at 8:01pm

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.

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Date Modified: 6/03/2020