



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, SEPTEMBER 15, 2020

5:30 P.M. Board Meeting

**This will be an Online Meeting**

Zoom Meeting Info:

<https://us02web.zoom.us/j/8803586978?pwd=ZU4vOVAYeTlILzVjZDdQcDkrNDlFQT09>

Meeting ID: 880 358 6978

Passcode: 2455

### **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, Sarah Nisbet, Adam Lucero, Karen Ramon, Jason Page

Other Attendees: Diana Simpson, Aric Gomez, Sarah Boland, Halsley Hoff, Kate Matott, Erin Triplett, Carrie Keen, Colleen Turner, Kori, Denise Battista, Shele S, Amanda Trenck, Janet Harlow, Cristin McCoy, Cole, Monica Romero, Dawn Floyd, Greg Todd, Jeanne Hackerott, Alaina Tinney, Missy, Rachelle Calahan, Sarah Scott, Hollie, Katie Duncan, Lisa Schenck, Michelle, Annette, Jessica Ross, Lexie Christensen, Jacqui Condon, Nikkee Stegman, Craig Erickson, Emerald, Celeste Johnson, Jen Lewicki, Alissa Motazed, Tatum, Molly Velasco

**Matt calls the meeting to order at 5:30 pm**

- Opening (5 minutes)
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
    - Amend/Approve Agenda
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- ☞ Bill moves to approve the Agenda
  - ☞ Jason seconds the motion
  - ☞ The Agenda is unanimously approved
- Consent Agenda (2 minutes) – Bill Castor
  - Approve Minutes from the August 2020 Board Meeting
  - Student Attendance Policy
  - Board of Director Conflict of Interest Policy
    - ☞ Bill moves to approve the Consent Agenda
    - ☞ Adam seconds the motion
    - ☞ The Consent Agenda is unanimously approved
- Open Comments (3 minutes/person) – Sarah Nisbet (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 on Tuesday, September 15, 2020 will be read at the meeting.
    - ☞ Open comment submitted: Zach Gautier – Parent, educator, and spouse of current BFA teacher. Summarized to share the time and workload teachers are managing at this time surrounding the transition to full in person with still a handful of full remote students. Requests the Board’s support of Principal Simpson’s proposal for one day a week to be a remote learning day for all students so teachers have adequate time to plan and prepare for all students.
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
- Return to School Task Force Update – Diana/Matt
  - ☞ Middle school return to school Sept 28<sup>th</sup> as opposed to Oct 5<sup>th</sup>
  - ☞ Calendar proposal: Students have a remote learning on Wednesdays from Sep 30<sup>th</sup> through Dec 9<sup>th</sup> so teachers have a planning day with some exceptions: Sep 30, Oct 21, Oct 28, Nov 4, Nov 11, Nov 18, Dec 2, Dec 9
  - ☞ The Board supports to proposed calendar.
- Update on BFA Mission & Vision Statement Review – Sarah Nisbet
  - ☞ Sarah will see if SAC can review, may make a small task force
  - ☞ Sarah will bring revision to the Oct meeting
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) –
- Board Committee Reports (written reports submitted, as indicated) – 45 Minutes
  - Facility Committee (No written report to be submitted)
  - Fundraising Committee (no written report to be submitted) written report submitted
  - Grant Committee (no written report submitted)
  - Community Events Committee (CEC) (no written report submitted)
  - School Accountability Committee (SAC) (written report submitted)
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Jason Page
  - Technology Committee (written report submitted)
  - Curriculum Committee (No written report submitted)

→ Finance Committee – Written report submitted

Financial Focus:

- Treasurer’s Report (25 minutes) – Courtney Jurbala and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
  - Review August Financials
  - The Finance Committee has reviewed and recommends approval of the August 2020 Financial Reports.
    - Vote on approval of the August 2020 Financial Reports
    - Courtney moves to approve the August 2020 Financial Reports
    - Matt seconds the motion
    - The August 2020 Financial Reports are unanimously approved
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Sarah Nisbet
  - Student Attendance Policy – No changes recommended (moved to Consent Agenda)
  - Board of Director Conflict of Interest Policy – No changes recommended (moved to Consent Agenda)
- Board Training (20 minutes) – Jason Page
  - Module 15: Data Driven Decisions
  - Module 16: Accountability and Program Assessment
- Board Succession Planning (5 minutes) – Sarah Nisbet
- Principal Performance & Evaluation – Matt Keillor
  - Finalize Principal Objectives for the year
  - Finalize Performance Evaluation Matrix
- Board Responsibilities (15 minutes) – Bill
  - Next Board newsletter contributor

October Board Training Assign Responsible Board Member: (Adam)

- Module 22: Communication
- Module 24: Effective Committees
- Module 26: Parental Involvement
- Board Calendar (5 minutes) – Bill
- Summary (5 minutes) – Bill
- Calendar:
 

September 16:	CEC Meeting
September 17:	Parry’s Pizza – BFA Spirit Night
September 18:	In-Service Day (No School)
September 24:	SAC Meeting & Ben’s Brigade Meeting
October 6:	Fundraising Committee
October 7:	STEM & PTO Meetings
October 9:	Teacher In-Service (No School)
October 12-16:	Fall Break
October 19:	Finance Committee Meeting
October 20:	October Board Meeting

- Review Action Items
- Review Votes
- Adjourn

☞ Bill moves to adjourn

☞ Sarah seconds the motion

☞ The meeting is adjourned at 8:17 pm

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: 9/15/20