



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, OCTOBER 20, 2020

5:30 P.M. Board Meeting

Join Zoom Meeting

<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, the arts, 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 social emotional development, character, sports, and nature.

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, Chloe, Alaina Tinney, Michelle Bynum, Dana Toney, Lisa Travis Fischer, Colleen Turner, Mollie Anderson, Greg Todd, Sarah Scott, Diana Youssef, Katie Duncan, Tatum, Janet Harlow, Molly Velasco, Romero, David Murphy, Mackenzie Khan

Bill calls the meeting to order at 5:32 pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - **Bill moves to approve the Agenda**
 - **Courtney seconds the motion**
 - **The Agenda is unanimously approved**
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- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the September Board Meeting
 - Document Retention Policy
 - Bill moves to approve the Consent Agenda
 - Courtney 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, October 20, 2020, will be read at the meeting.
 - No open comments submitted

- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Taskforce will meet to discuss In-Person/Remote as the year continues before our November meeting
 - Will Vote on Proposed Preschool Tuition for next year at our Nov meeting
 - Will Vote on 2021-2022 BFA Academic Calendar with feedback from staff and parents at our November meeting, will have Douglas County’s School Calendar

- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Karen Ramon

- Community Events Committee (CEC) (no written report submitted)

- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted)
 - Fundraising Committee (no written report submitted) – Adam
 - Grant Committee (no written report submitted) – Adam
 - School Accountability Committee (SAC) (written report submitted) – Sarah
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Jason
 - Technology Committee (written report submitted) (10 minutes) – Karen Ramon

Financial Focus:

- Treasurer’s Report (25 minutes) – Courtney Jurbala and Halsley Hoff (Strategic Plan Goals #2 and 6)

- Finance Committee Updates
 - Review September Financials
 - The Finance Committee has reviewed and recommends approval of the September 2020 Financial Reports.

- Approve the September 2020 Financial Reports
- Courtney moves to approve the September 2020 Financial Reports
- Adam seconds the motion
- The September 2020 Financial Reports are unanimously approved

- Vote to Accept the 2019/20 BFA Audit
 - Courtney moves to accept the 2019/20 BFA Audit
 - Karen seconds the motion
 - The 2019/20 BFA Audit is unanimously approved

- Vote on Proposed Changes to the BFA Mission/Vision Statements
 - Sarah moves to approve the changes to the BFA Mission/Vision Statements
 - Courtney seconds the motion
 - The Changes to the BFA Mission/Vision Statements are unanimously approved

- Board Succession Planning (10 Minutes) – Adam

- Board Training (20 minutes) – Adam
 - Module 22: Communication
 - Module 24: Effective Committees
 - Module 26: Parental Involvement

- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Sarah Nisbet
 - Enrollment Policy
 - Sarah moves to approve the changes to the Enrollment Policy
 - Matt seconds the motion
 - The Changes to the Enrollment Policy are unanimously approved

 - Document Retention Policy – no changes recommended, moved to Consent Agenda

- Legislative Update (5 minutes) – Matt
- Board Responsibilities (5 Minutes) – Bill Castor

- Summary (5 minutes) – Bill

- Calendar:

October 21:	Remote Learning Day
October 22:	SAC Meeting/Ben’s Brigade Meeting
October 24:	PTO Uniform Buy Back
October 28:	Remote Learning Day
November 2:	Parent Teacher Conferences
November 5:	Remote Learning Day
November 5:	Parent Teacher Conferences
November 13:	Last Day of Trimester
November 17:	November Board Meeting
November 23 – 27	Thanksgiving Break

- Review Action Items
- Review Votes
- Adjourn
 - Bill moves to adjourn
 - Courtney seconds the motion
 - The meeting is adjourned at 8:12 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.

Date Modified: 10/20/2020