



BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, SEPTEMBER 21, 2021

5:30 PM - Please Note this will be an ONLINE MEETING ONLY

Join Zoom Meeting

<https://us02web.zoom.us/j/88528410614?pwd=ejUwNFVPeFVlK0hBQ09Fd3poVk9aUT09>

Meeting ID: 885 2841 0614

Passcode: 9tEDvA

### 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: Matt Keillor, Sarah Nisbett, Mette Castor, Adam Lucero, Haley Maglieri, Jason Page, Karen Ramon

Other Attendees: Diana Simpson, Sarah Boland, Halsley Hoff, Michelle Bynum, approximately 45 zoom attendees.

Matt calls the meeting to order at 5:32

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Matt motions to amend Agenda – strike Executive Session
    - Sarah seconds the motion
    - Matt motions to approve amended Agenda
    - Sarah seconds the motion
    - Amended Agenda is unanimously approved



- Consent Agenda (2 minutes) – Matt Keillor
  - Approve Minutes from the August 31, 2021 Board Meeting
    - Matt motions to approve Consent Agenda
    - Mette seconds the motion
    - Consent Agenda is unanimously approved
  
- Good News from BFA – Karen
  - 650-700 people attended BFA Fest
  - 4<sup>th</sup> graders presented PowerPoint presentations about Colorado history
  - Extra-curricular band started
  
- Open Comments (3 minutes/person) – Mette 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 on Tuesday, September 21, 2021 will be read at the meeting.
    - The Board received comments from the public
  
- PHO – Matt
  - Bumps in the road early on with masks
  - 9/3/2021 Diana sent email the we expect 100% compliance with mask order starting 9/7/2021
  - 9/8/2021 Matt saw in person how we were enforcing
  - 9/17/2021 BFA received letter from Tri-County Health
  
- Discuss CDPHE incentive program for BFA (Strategic Plan Goal #3)
  - Schools must opt-in
  - Schools and students incentivized for participation
  - Board discussed concerns with student privacy, where money is coming from, what happens to the data, and fact that tests don't comply with our test requirements.
  - Not moving forward at this time and Diana will seek more information
  
- Principal's Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
  - Goal 1: Build a cohesive preschool through 8<sup>th</sup> grade community
    - Staff kickball tournament and happy hour
    - Preschool now included in all CEC events
    - Hiring for various positions continues
  - Goal 2: Teacher/Administration Professional Development
    - Establish formal mentoring program
    - Leadership and professional development opportunities
  - Goal 3: Improve overall standing of BFA among its peers
    - Improve standardized test scores
    - Continue level of excellence without core changes
    - Maintain current level of programming
    - District/State activities
  - Goal 4: Improve Accountability and Discipline for all: Staff, teachers, students, and parents
    - Maintain high standards for teachers and staff

- Ensure students have clear expectations and are accountable for their actions
- Promote parent/student involvement
- Goal 5: Maintain Fiscal Stability
  - Remain within allocated budget
- Goal 6: Promote BFA in the BFA Community
  - Grow preschool through 8<sup>th</sup> grade school spirit
  - Educate the community on traditions
  - BFA's strengths: 13 virtues
- Goal 7: Promote BFA in the community
  - Looking for partner for service-learning project
  - STEAM Programming/CORE Knowledge
  - Stay relevant in terms of marketing ourselves and in terms of the District and community
- Goal 8: Safety
  - Staff and student training and drills
  - Cleaning standards being maintained
  - Utilizing Securely and Go Guardian
  - YouTube has been blocked
  - Mental health of staff and students

– Diana also addressed open comments from Kristin and Betsy Brown

- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) - Haley Maglieri
- Board Committee Reports (written reports submitted, as indicated)
  - Facility Committee (no written report to be submitted)
  - Grant Committee (no written report submitted)
  - Community Events Committee (CEC) (written report submitted)
  - School Accountability Committee (SAC) (written report submitted)
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) (25 minutes) – Jason
  - Curriculum Committee (no written report submitted)
  - Finance Committee – Written report submitted

Financial Focus: (Strategic Plan Goal #2 and #5)

- Treasurer's Report (25 minutes) – Adam Lucero and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
  - Review the Assurances for Financial Accreditation report
  - Review August Financials
  - The Finance Committee has reviewed and recommends approval of the August 2021 Financial Reports.
    - Vote on approval of the August 2021 Financial Reports
      - Matt motions to approve August 2021 Financial Reports
      - Haley seconds the motion
      - August 2021 Financial Reports are unanimously approved

- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Mette Castor
  - **Student Attendance Policy**
    - Mette motions to approve revised Student Attendance Policy
    - Haley seconds the motion
    - The proposed changes to the Student Attendance Policy is unanimously approved
  - Board of Director Conflict of Interest Policy
    - Haley motions to approve Conflict of Interest Policy
    - Mette seconds the motion
    - The Conflict of Interest Policy is unanimously approved
- Board Training (20 minutes) – Sarah Nisbet
  - Module 15: Data Driven Decisions
  - Module 16: Accountability and Program Assessment
- Board Succession Planning (5 minutes) – Haley Maglieri (Strategic Plan Goal #1)
- Principal Performance and Evaluation (10 minutes)- Adam Lucero (Strategic Plan Goal #1)
  - Finalize Principal Objectives for the year
  - Finalize Performance Evaluation Matrix
- Board Responsibilities (15 minutes) – Matt Keillor (Strategic Plan Goal #1 and #4)
  - September 24th Teacher In-Service Board Representatives
  - Next Board newsletter contributor
  - Schedule Board classroom visits

October Board Training: Adam

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

September 22:	Parry’s Pizza Spirit Day
September 23:	SAC Meeting
September 24:	In-Service Day – No School
October 4-8:	Spirit Week
October 7:	CEC Meeting
October 8:	Goodies with Grandparents
October 12 and 14th:	Parent – Teacher Conferences
October 13:	Finance and PTO Meetings
October 15:	No School, Comp Day
October 18 - 22:	Fall Break
October 26:	October Board Meeting
October 26-29:	6th Grade Outdoor Ed
- Review Action Items

- Review Votes
- Adjourn
  - Matt motions to adjourn the meeting
  - Adam seconds the motion
  - Matt adjourns the meeting at 8:01

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: 10/25/21