



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, NOVEMBER 16, 2021

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

<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 Nisbet, Adam Lucero, Karen Ramon, Jason Page, Haley Maglieri, Mette Castor

Other attendees: Diana Simpson, Michelle Bynum, Halsley Hoff, Janet Harlow, Sarah Boland, Aric Gomez, Jen Jones, Tyler Dobelbower, Cristin, Bilijana, Alaina Tinney, Erica Reese, Karen Ortiz, Denise Battista, Amanda Deutsh, Ryan Remus, Coni White, JJ, Nolan, Kristin McGeary, Betsy Brown, Sara Hawkins, Molly Velasco, Celeste, Katie Duncan, Melissa, Colleen, Kristin Clark-Bretch, CEO, Kelly, Becky Archunde, Judy Silva, Kady Dieker, Alissa, R Drees, Greg T

Matt calls the meeting to order at 5:31

- Opening (5 minutes) – Matt Keillor
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Matt moves to approve Agenda
 - Adam seconds the motion
 - The Agenda is unanimously approved



- Consent Agenda (2 minutes) – Matt Keillor
 - Approve Minutes from the October 2021 Board Meeting
 - Policies with no Recommended Changes:
 - Review of Building key, Key Fobs and Access Card Policy
 - Review of Continuing Disclosure Policy and Procedure
 - Review of Parent Communication Policy
 - Review of Scheduling Policy
 - Matt motions to approve Consent Agenda
 - Karen seconds the motion
 - The Consent Agenda unanimously approved
- Open Comments (3 minutes/person) – Mette Castor (Strategic Plan Goal #3)
 - Remarks will be limited to three minutes per person. Please see the guidelines at the end of the agenda.
 - Open comments submitted through the online form before noon Mountain Time on Tuesday, November 16, 2021 will be read at the meeting.
 - The Board received comments from the public
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Written report submitted
- Alliance Update (10 minutes) - Sarah Nisbet (Strategic Plan Goals #1, #2, #6)
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Haley Maglieri
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
 - Facility Committee (no written report submitted) - Jason Page
 - Community Events Committee (CEC) (No written report submitted) - Sarah Nisbet
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Karen Ramon/Matt Keillor
 - School Accountability Committee (SAC) (written report submitted) – Mette Castor
 - Science, Technology, Engineering and Mathematics (STEM) Committee (no written report - committee meeting on 11/18)– Jason Page
 - Finance Committee (written report submitted) - Adam Lucero

FINANCIAL FOCUS

- Treasurer’s Report (25 minutes) – Adam Lucero and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
 - Review October Financials
 - The Finance Committee has reviewed and recommends approval of the October 2021 Financial Reports.
 - Vote on approval of the October 2021 Financial Reports
 - Adam motions to approve October 2021 Financial Reports
 - Sarah seconds the motion

- **October Financial Reports are unanimously approved**
- Review Finance Accounting & Reporting Policies & Procedures
- Board Succession Planning (10 Minutes) – Haley Maglieri
- Board Training (15 minutes) – Mette Castor
 - Module 09: Board Financial Oversight
 - Module 27: Capital Improvement
 - Module 28: Fund Development Resources
 - **Board members agree to do training at home**
- Policy Review (Strategic Plan Goals #1-3 and 6) (20 minutes) – Mette Castor
 - All policies scheduled for review this month were approved as part of the Consent Agenda.
- Board Responsibilities (5 Minutes) – Matt Keillor
 - Staff Breakfast Scheduling – Karen Ramon
- Board Calendar (5 minutes)

November 17	5th Grade Musical
November 18	SAC and STEM Meetings
November 19	Dress of Choice Day
November 22 – 26	Thanksgiving Break
December 2	2nd Grade Musical CEC Meeting
December 8	PTO Meeting, After-School Musical Choir Performance
December 10	Finance Committee Meeting
December 14	December Board Meeting
December 15	BFA Spirit Night - MOD Pizza
- Review Action Items
- Review Votes
- Summary/Adjourn
 - **Matt motions to adjourn meeting at 8:38**
 - Haley seconds the motion
 - **Matt adjourns meeting at 8:38**

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: 12/10/2021