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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, OCTOBER 25, 2022

5:30 PM – Middle School Commons – Ben Franklin Academy

Join Zoom Meeting

<https://us02web.zoom.us/j/88528410614?pwd=ejUwNFVPeFVLK0hBQ09Fd3poVk9aUT09>

Meeting ID: 885 2841 0614

Passcode: 9tEDvA

## **SECTION 1. BEN FRANKLIN ACADEMY**

### **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 a 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; 6) renew Charter Contract by June 30, 2024.

Board Attendees: Matt Keillor, Mette Castor, Haley Maglieri, Sarah Nisbet, Keri Street

Other Attendees: Diana Simpson, Halsley Hoff, Sarah Boland, Michelle Bynum, Celeste Johnson, Tracy Pierce

Zoom Attendees: Anne Giusti Chacon, Kevin, Lindsay Wern, Erin Crowe, Alaina Tinney, Hanni McNellis, Greg T, Janelle Nichols, SAC Chair, Cyndi Perry, Lyndsie Oldroyd, Becky Archunde, Kerri Eastley, Aric Gomez, Michele Riffle

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

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

- Consent Agenda – Matt Keillor
  - Approve the Minutes from the September Board Meeting
  - Approve the following policies with no recommended changes:
    - Document Retention Policy
    - Enrollment Policy
    - Building Key, Key Fob, and Access Policy
    - Scheduling Policy
      - Matt motions to approve Consent Agenda
      - Mette seconds the motion
      - Consent Agenda is unanimously approved
  
- Good News from BFA (5 minutes) – Stephen Bentley
  - 6<sup>th</sup> grade is at Outdoor Ed
  - 8<sup>th</sup> grade visited Junior Achievement – Finance Park
  - 5<sup>th</sup> grade is studying the Civil War
  - Trunk or Treat is on the 28<sup>th</sup>
  - Choir had their concert
  - Girls Volleyball A Team was 2<sup>nd</sup> in tournament, B team won the championship
  - 2<sup>nd</sup> grade held Asia Day
  - Mr. Redford presented a Bullyproofing seminar for parents
  - 4<sup>th</sup> grade took a field trip to ice rink to learn how the ice is made/maintained
  
- Open Comments (3 minutes/person) – Mette Castor
  - 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, Tuesday, September 20, 2022, will be read at the meeting.
    - Open comments were received from the public via online form
  
- Middle School Dress Code Policy Presentation (20 minutes) – Sarah Boland (Strategic Plan Goals #2 and #6)
  
- Principal’s Report (45 minutes) (Strategic Plan Goals #1-6) – Diana Simpson

**Financial Focus:**

- Treasurer’s Report will be moved to the November Board Meeting - Adam Lucero/Halsley Hoff (Strategic Goals #2 and #6)
  
- Finance Committee Update
  - September and October 2022 Financial Reports will be moved to the November Board Meeting
  
- Vote to accept the 2022/2023 BFA Audit – Matt Keillor
  - Matt motions to approve the 2022/2023 BFA Audit
  - Haley seconds the motion
  - The 2022/2023 BFA Audit is unanimously approved
  
- Parent Teacher Organization (PTO) Report – Haley Maglieri (written report submitted) (Strategic Plan Goal #3)

- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and #6)
  - Finance Committee (no written report submitted) – Adam Lucero
  - Facility Committee (no written report submitted) – Adam Lucero
  - Community Events Committee (CEC) (written report submitted) – Mette Castor
  - School Accountability Committee (SAC) (written report submitted) – Sarah Nisbet/Keri Street
    - Approve SAC Bylaws
      - The SAC Bylaws are unanimously approved by the Board
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Stephen Bentley
  - Curriculum Committee (no written report submitted) – Matt Keillor/Keri Street
- Review and approve the 2023-2024 Academic Calendar (Strategic Plan Goal #1)
  - Matt motions to approve Option A for the 2023-2024 Academic Calendar
  - Stephen seconds the motion
  - Option A for the 2023-2024 Academic Calendar is unanimously approved
- Review and discuss the FAMLi (Family and Medical Leave Insurance Program) – Matt Keillor (Strategic Plan Goals #2 and #4)
- Board Succession Planning (10 minutes) – Haley Maglieri (Strategic Plan Goals #1-6)
- Policy Review (10 minutes) – Sara Nisbet/Keri Street (Strategic Plan Goals #1-3 and #6)  
No changes recommended, moved to Consent Agenda
  - Document Retention Policy
  - Enrollment Policy
  - Building Key, Key Fob, and Access Policy
  - Scheduling Policy
- Parent Survey Question Review (10 minutes) – Sara Nisbet/Keri Street
  - Questions 19-27
- Board Training (20 minutes) – Keri Street
  - Module 22: Communication
  - Module 24: Effective Committees
  - Module 26: Parental Involvement
- Board Responsibilities (5 minutes) – Matt Keillor (Strategic Plan Goals #1 and #4)
  - Next Board newsletter contributor – Haley Maglieri
  - Schedule Board classroom visits
- October Board Training: Adam Lucero
  - Module 09: Board Financial Oversight
  - Module 27: Capital Improvement
  - Module 28: Fund Development Resources

- Calendar:

6 <sup>th</sup> Grade Outdoor Ed	October 25-28
CEC Blood Drive	October 26
DAC Meeting, Ben's Brigade	October 27
No School – Professional Development Day	October 31
CEC Monthly Meeting	November 1
Spirit Week	November 1-4
Ben's Brigade Dad's Night Out	November 3
SAC Monthly Meeting	November 3
Skate City Spirit Night	November 8
PTO Meeting	November 9
Veterans Day Celebration	November 11
BFA Board Meeting	November 15
End of First Trimester	November 16
Dress of Choice	November 17
Thanksgiving Break	November 21-25

- Review Action Items
- Review Votes
- Adjourn
  - Matt motions to adjourn
  - Sarah seconds the motion
  - Matt adjourns the meeting at 8:07 pm

All Ben Franklin Academy (BFA) Board of Directors (Board) meetings are open to the public and are conducted in compliance with Colorado Open Meetings 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: 10/25/2022