



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, APRIL 11, 2017

5:30 P.M. Board Meeting
Ben franklin Academy Library
Call-In Number (Listen Only): 1-857-232-0159
Participant Code: 453590

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, 2019.

Current Enrollment:

Grade	Enrolled	Waitlist
K	103	49
1	104	92
2	103	59
3	104	226
4	104	89
5	130	152
6	93	143
7	69	2
8	73	
TOTAL	883	812

BEN FRANKLIN ACADEMY

	M	T	W	TH	F
AM 3s	11		11		11
AM 3s		14		14	
AM 4s	16		16		16
All Day 4s	7		7		7
All Day 4s		9		9	
AM 4s		15		15	
PM 4s	16		16		16
PM 4s		12		12	
Daily Total	50	50	50	50	50

Attendees: Paige Brock, Becky Mullen, Ann Citrin, Kent Barwind, Matt Warder, Bill Castor, Bob Barber (Principal), Diana Simpson (5-8 Assistant Principal), Monica Metz, Stephanie Ortiz, Steve Haas, Matt Keillor, Sarah Nisbet, Michelle Bynum, Halsley Hoff (Business Manager), Caitlan Leonard (Student Council Representative), Kristin Goldberg (Preschool Director)

- Opening (5 minutes)
 - Paige calls the meeting to order at 5:36pm
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige moves to approve the Agenda
 - Bryan seconds the motion
 - The Agenda is unanimously approved
- Consent Agenda (2 minutes) – Paige Brock
 - Approve the Minutes from the March 14, 2017 Board Meeting
 - Approve the Minutes from the April 3, 2017 Special Board Meeting
 - Paige moves to approve the Consent Agenda
 - Becky seconds the motion
 - The Consent Agenda is unanimously approved
- Open Comments (Strategic Plan Goal #3) (3 minutes/person) – Bill 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 on Tuesday, April 11, 2017, will be read at the meeting.
 - No comments were received online or in-person
- Board of Directors Election Results (5 minutes) – Bill Castor
 - Announce and accept the results of the Parent Voting Group for Seat 5, Class C (three-year term).
 - Announce and accept the results of the Parent Voting Group for Seat 6, Class C (three-year term).
 - Bill announced that Burgandy Hodge received the most votes and Matt Keillor received the second most votes during the recent election.

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ACADEMY

- Paige moves to accept the results of the Parent Voting Group for Seats 5, Class C
- Ann seconds the motion
- The results of the Parent Voting Group for Seats 5, Class C are unanimously accepted

- Paige moves to accept the results of the Parent Voting Group for Seats 6, Class C
- Ann seconds the motion
- The results of the Parent Voting Group for Seats 6, Class C are unanimously accepted

- Board of Directors Appointments (15 minutes) – Bill Castor
 - Discussion regarding nominee(s)
 - The Board voted conducted a vote by written ballot to
 - Appointment to fill Seat 7, Class C (three-year term)
 - Bill moves to appoint Steve Haas for Seat 7, Class C (three year term), to be effective at the May 2017 Board meeting.
 - Paige seconds the motion.
 - The Board unanimously approves Steve to be seated for Seat 7, Class C, effective at the May 2017 meeting of the Board.
 - Student Council Presentation regarding Wish Week (15 minutes) – Caitlin Leonard and Bethany Vaught
 - Discussion and Vote on Wish Week Request
 - Caitlin presented the Student Council's interest in funding a wish through the Make A Wish Foundation. They have decided on a candidate whose favorite color is green and whose wish is to be a cowboy for a day. Board approved students wearing green on Monday, April 24, and dressing like a cowboy on Friday, April 28. There is no cost/suggested donation to participate in either day.

- Presentation regarding Turf Options (30 minutes) – Dave Lange, Shaw Sports Turf
- Parent Teacher Organization (PTO) Report (Strategic Plan Goal #3) (written report submitted) – Ann Citrin
- Board Committee Reports (Strategic Plan Goals #1-3 and 6) (105 minutes) (written reports submitted, as indicated)
 - Arts Committee (written report submitted) – Becky Mullen
 - Community Events Committee (CEC) (written report submitted) – Becky Mullen
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report at this time) – Paige Brock
 - Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - Finance Committee (written report to be submitted) (see Treasurer's Report) – Kent Barwind
 - Fundraising Committee (written report submitted) – Paige Brock
 - Grant Committee (no report at this time) – Bill Castor
 - School Accountability Committee (SAC) (written report submitted) (90 minutes) – Bryan Molen

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- Review and approve revised proposed budget for FY2017-2018
 - Kent moves to approve the requested SAC budget of \$700 for FY2017-2018
 - Bryan seconds the motion
 - The motion to approve the requested SAC budget for FY2017-2018 in an amount of \$700 is unanimously approved.
- Review Proposed Policy Review Calendar
- Presentation regarding Parent Satisfaction Survey Results
 - SAC members presented compiled data to the Board with comments. The presentation will be posted on the webpage, with a link in the newsletter.
- Review and Approve Student Satisfaction Surveys
 - Paige moves to approve the Student Satisfaction Survey Questions.
 - Kent seconds the motion
 - The Board unanimously approves the Student Satisfaction Survey
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) – Matt Warder
- Succession Committee (no report at this time) – Bryan Molen
- Technology Committee (revised proposed plan to be submitted) (15 minutes)– Matt Warder
 - Review and approve revised Technology Plan
 - No changes were made to the Technology Plan at this time. The Board will solicit more input regarding the preferred model of Chromebook to be utilized in the future as well as whether to consider providing Chromebooks to 5th graders in the future.
 - No vote was taken.
- Discussion Regarding Teacher Survey (10 minutes) – Kent Barwind
 - Kent agreed to utilize the Survey Monkey program to survey BFA staff.
 - The survey will be divided into K-4, 5th – 8th grade teachers, preschool and Staff
 - Kent will complete and circulate the surveys no later than the week of April 17th.
- Principal Search Committee (15 minutes) – Ann Citrin
 - The Board agreed to add Kristin Goldberg (Preschool Director) to the Principal Search Committee to represent the preschool.
 - The Board also agreed that a representative from SPED would be represented in both search committees.
- Principal's Report (Strategic Plan Goals #1-6) (60 minutes) – Bob Barber
 - Review and Approve BFA Budget for FY2017-2018
 - Ann moves to approve the FY2017-2018 Budget as proposed in the Principal's Report
 - Paige seconds the motion
 - The FY2017-2018 BFA budget is unanimously approved.
- Discussion Regarding DCSD Funding
- Treasurer's Report (Strategic Plan Goals #2 and 6) (10 minutes) – Kent Barwind
 - Review March Financials
 - The Finance Committee has reviewed and recommends approval of the March 2017 Financials.
 - Approve the March 2017 Financials.

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- Kent moves to approve the March 2017 Financials
- Bryan seconds the motion
- The March 2017 Financials are unanimously approved

- Ben Franklin Academy Building Corporation Report (Strategic Plan Goals #5 and 6) (10 minutes) – Kent Barwind, Bill Castor and Bob Barber

- Strategic Plan Work Session (2 minutes) – Paige Brock
 - Schedule Strategic Planning Session and attendees
 - It was suggested that Bryan lead the Strategic Planning Session. He will work with Paige to schedule and reach out to the new Board members to schedule.

- Board Working Meeting/Retreat (5 minutes) – Bill Castor
 - Schedule Board Working Meeting/Retreat
 - It was agreed that the Board retreat will be held on June 23rd at the BFA library.
 - Identify Agenda Items and Assignments

- Committee Chair Appreciation (5 minutes) – Becky Mullen

- Approve Counsel of Record for 2017-2018 (5 minutes) – Paige Brock
 - Paige moves that Barry Arrington of Barry Arrington, P.C be approved as Counsel of Record for 2017-2018.
 - Becky seconds
 - Barry Arrington is unanimously approved as the Counsel of Record for 2017-2018.

- Policy Review (5 minutes) – Bryan Molen
 - Volunteer and Visitor Policy
 - Approve revised Volunteer and Visitor Policy
 - Kent moves to approve the revised Volunteer and Visitor Policy
 - Becky seconds
 - The revised Volunteer and Visitor Policy is unanimously approved

- Legislative Update (10 minutes) – Matt Warder

- Summary (5 minutes) – Paige Brock
 - Calendar:
 - April 4-20: PARCC testing
 - April 11-12: Elementary School Science Fair
 - April 11: Board Meeting; Announcement of Election Results and Appointment
 - April 12: New Family Orientation
 - April 18: Chick-fil-A Spirit Night
 - April 19: Disney Choir Concert; Student Council Wish Week Kick-Off Assemblies
 - April 20: Earth Day
 - April 20-28: PTO Elections
 - April 21: Teacher In Service – Becky Mullen/Paige Brock
 - April 21-24: Disney Choir Trip
 - April 23: Ben’s Brigade Spring Party
 - April 24-29: Student Council Wish Week
 - April 29: Mother-Son Event
 - April 29-May 5: 8th Grade DC Trip
 - May 9: Board Meeting
 - May 25: 8th Grade Graduation

- Newsletter:

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- o **Board Email: Election/Appointment Results – Bill Castor/Becky Mullen**
 - Bill will prepare an email to the parent community regarding the Board election and appointment results.
- o Review Action Items
- o Review Votes
- o Review Future Board Agenda Items
 - Standards/Guidelines for Committee Budgeting and Consultant Fees
 - Review BFA Actions as Related to Parent and Student Survey Data
 - Staff Retention and Recruitment
 - Approve School Activity Calendar
 - Board Meeting Schedule
 - Strategic Planning Session
 - Appointment of CEC Chair
 - Appointment of Finance Committee Chair
 - Distribute Board Self Evaluation
 - Review of 3rd Quarter Financials
 - Board Training: Open Meetings, Sunshine Law, and Executive Sessions
 - Policy Review: Book Donation Policy; Board Director Agreement; Board Conflict Form
 - New Board Member Orientation/Mentors Assigned
- o Adjourn
 - Paige moves to adjourn
 - Becky seconds the motion
 - The meeting is adjourned at 11:04pm

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: 5/7/2017
Approved on: 5/9/2017