



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, AUGUST 15, 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	Budget Projection	Projection Reported
K	104	104	104
1	101 (104)	104	104
2	104	104	104
3	103 (104)	104	104
4	104	104	104
5	104	104	104
6	127 (128)	117	100
7	90	83	75
8	65	60	65
Total	902 (907)	884	864

Preschool Class	Enrollment/16
MWF AM 3	16
TR AM 3	16
MWF AM 4	16 (8 will stay all day)
TR AM 4	16 (7 will stay all day)
MWF PM 4	11
TR PM 4	7

Board Directors Present: Bill Castor, Ann Citrin, Bryan Molen, Matt Keillor, Steve Haas, Burgandy Hodge and Kent Barwind (call in 7pm to 9pm)

Others in Attendance: Diana Simpson (Principal), Jason Elliott (Middle School Principal), Aric Gomez (Elementary School Principal), Halsley Hoff, Jason Sunahara

Bill calls meeting to order at 5: 39pm

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

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the June 2, 2017 Board Retreat/Working Meeting
 - Bill moves to approve the consent agenda and the reviewed policies herein
 - Bryan seconds motion
 - The Consent Agenda and included policies are unanimously approved

- Open Comments (3 minutes/person) – Bryan Molen (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, August 15, 2017, will be read at the meeting.
 - No open comments

- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
 - Pirates Cove was a huge success- over 200 guests attended
 - Great representation of BFA at the HR 4th of July Parade
 - 16 additional bricks installed in the Pathway to Learning

- Community Events Committee (CEC) (written report submitted) – Ann Citrin
 - Discuss One Act of Kindness (OAK) initiatives (5 minutes)
 - Some changes may be occurring, i.e. Veterans Day, more to come

- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6)

- Arts Committee (no written report submitted – first meeting 8/23) – Bryan Molen
 - Arts Committee discussing the possibility of joining the STEM Committee; going through a trial period for three meetings; will propose to Board if they want to proceed
- Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
 - No report
- Facility Committee (see Ben Franklin Academy Building Corporation) – Bill Castor
 - Exterior drain issue, being addressed
 - Issue with speakers in new gym—fixed on 8/14
 - Gym door lock needs to be fixed by GTC
 - Fencing being finished within the next week
- Fundraising Committee (written report submitted) – Kent Barwind
 - No report
- Grant Committee (written report to be submitted) – Steve Haas
 - No report
- School Accountability Committee (SAC) (no written report this month; first meeting August 25) – Steve Haas
 - Traffic and Parking Management Policy- approved and moved to the Consent file
 - Homework Policy- approved and moved to the Consent file
 - Facility Use Policy
 - Ann moves to approve the revisions to the Facility Use policy
 - Steve seconds the motion
 - The motion to approve the revisions to the Facility Use policy was unanimously approved
 - Note: table future discussion on the facility use rental fees
 - Grading Policy- approved and moved to the Consent file
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
 - STEM considering the possibility of combining with the Arts Committee—will present the proposal to the Board when and if they are ready to move forward after the trial period
 - STEM club working to build upon the current participation of 10 students
 - Open to seeking fundraising opportunities for DI
 - First Robotics- looking for someone to lead the team
 - Couragion- subscription service matching students interests with potential career opportunities; making available to the 6th grade class as a trial; possibly extending to other classes if successful
 - Moving the Fruit Toss to October to include pumpkins—looking to align the Fruit Toss Club with the City of Aurora’s Punkin Chunkin event
 - STEAM Expo planning underway for the event on 9/29/17
- Technology Committee (written report submitted) (10 minutes) – Matt Keillor
 - Replaced three outdated wifi antennas with three updated hubs
 - Chromebooks to be replaced in two phases
 - iPads 2 and 3 being replaced with similar like, kind and quality
- Finance Committee End-of-the-Year and August Reports (written reports to be the submitted) (see Treasurer’s Report) – Kent Barwind and Halsley Hoff
 - Will be submitted for review and approval in the September Board meeting

- Principal's Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Enrollment has exceeded conservative estimates
 - Turf complete
 - 8ft fencing being installed on Plaza Dr. side of property
 - 6ft fence being relocated to West side of the property
 - PTO shared cost for fence
 - PTO shouldered the cost for a retaining wall on Plaza side of property and asphalt around the tether ball area
 - PTO purchasing new equipment, including swings
 - Other improvements planned
 - Security cameras up and running—front desk and admin being trained on use
 - Eclipse viewing being coordinated
 - Successful Staff In-Service day
 - New motto for the year: Be Brave...Do Hard Things
 - Jeans for a Cause- \$1 from staff to wear jeans on Monday; monies raised will go to the Student Council spring philanthropy project
 - Brainstorming under way for Staff Recognition
 - Salary Project underway
 - PARCC scores in, cannot be publicly disclosed until after August 17th
 - Kids 24/7- The High Five Group- After school free support services for kids of divorced families

- Board Training (30 minutes) – Steve Haas
 - Module 20: Renewal and Accreditation
 - Module 23: Charter Schools Act
 - Module 14: Charter School Waivers

- Board Self-Evaluation and Goal Setting (10 Minutes) – Burgandy Hodge
 - Follow-up from June meeting focused on Board goal-setting
 - Discussion tabled to September Board Meeting

- Treasurer's Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)

- Finance Committee Updates
 - Review May, June, and July Financials
 - The Finance Committee has reviewed and recommends approval of the May, June, and July 2017 Financials.
 - Approve the May 2017 Financials.
 - Kent moves to approve the May 2017 Financials
 - Bill seconds the motion
 - The May 2017 Financials are unanimously approved
 - Approve the June 2017 Financials.
 - Kent moves to approve the June 2017 financials
 - Bill seconds the motion
 - The June 2017 Financials are unanimously approved
 - Approve the July 2017 Financials.
 - Kent moves to approve the July 2017 financials
 - Bill seconds the motion
 - The July 2017 Financials are unanimously approved

- Review 2016-2017 Financials/Budget to Actual
 - Review 4th Quarter/Year-End Financials
- Review/Renewal of Insurance – Bryan Molen
 - Reviewed and approved by Board; will confirm adequate coverage in place with Moody Insurance to cover the turf
- Update Board Binders – Bill Castor/Bryan Molen
 - Discussion tabled to September Board meeting
- Review and approve Code of Ethics – Bryan Molen
 - Reviewed and approved by the Board contingent upon review and approval of outside counsel
- Discussion of tenets of a policy to govern requests for Supplemental Funding for BFA Extra-Curricular Programs – Bill Castor/Matt Keillor
 - Board discussed at the June Board retreat to begin the discussions around establishing a policy to address the larger fundraising needs of BFA, i.e. DI and Music/Theatre; policy discussion will be tabled until the September Board meeting
 - Note: Kent will begin writing a first draft
- Curriculum Review – Administration
 - No changes at this time
- Legislative Update (5 minutes) – Steve Haas
- Review and Approve Principal Goals for 2017-2018 – Ann Citrin
 - Board and Diana will review and discuss at the September Board meeting
- Review and Approve Principal Evaluation Matrices for 2017-2018 – Ann Citrin
 - Board and Diana will review and discuss at the September Board meeting
- Approximately 7:30pm: Guest: Jason Sunahara to speak to Board regarding funding for DI
 - Jason and Amy Sunahara are officially taking over as the heads for DI
 - Interested in getting ahead of the fundraising needs for DI 2017-2018
- Discuss Follow-up Actions From Stakeholder Surveys (Parent, Teacher and Student) – Bill Castor
 - Discussion tabled to September Board meeting
- Approve Current BFA Policies:
 - Conflict Resolution Policy
 - Credit Card Processing Policy
 - Facility Use Policy
 - Approve Facility Use Policy
 - Grading Policy
 - Approve Grading Policy
 - Homework Policy

- Approve Homework Policy
- Meta Policy
- Approve revised Meta Policy
- Approve Traffic and Parking Management Policy
- Field Trip Policy
- Mobile Electronic Device Usage Policy

- Board Responsibilities (15 minutes) – Bill Castor
- Board Calendar (5 minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor
- Calendar:
 - August 16: First Day of School & Boo-Hoo/Yahoo
 - August 23: Arts Committee
 - August 24: Ben’s Brigade
 - August 30: Back to School Night (K-4)
 - August 31: Back to School Night (5-8)
 - September 4: No School (Labor Day)
 - September 11-15: Spirit Week
 - September 19: Board Meeting
 - Newsletter
 - Review Action Items
 - Review Votes
 - Review Future Board Agenda Items
 - Multi-Committee Meeting (to be scheduled)
 - Board Training: Module 15 & 16 (Data Driven Decisions and Accountability and Program Assessment)
- Board Responsibilities:
 - Policy Review: Board of Directors Conflict of Interest Policy; Student Attendance Policy; Continuing Disclosure Policy
- Adjourn
 - Bill moves to adjourn
 - Steve seconds the motion
 - The meeting is adjourned at 10:15pm

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: 9/2/2017