



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, NOVEMBER 14, 2017

5:30 P.M. Board Meeting
Ben Franklin Academy - Dana 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.

Enrollment Update:

Grade	Enrolled	Waitlist (18-19)
K	104	144
1	104	22
2	104	56
3	104	63
4	102	160
5	104	69
6	128	129
7	89	72
8	65	2
TOTAL	904	717



Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	12	0
MWF AM 4	16	31
TR AM 4	13	9
MWF PM 4	8	0
TR PM 4	12	0

Board Directors Present: Bill Castor (via phone), Ann Citrin, Bryan Molen, Matt Keillor, Steve Haas, Burgandy Hodge and Kent Barwind

Others in Attendance: Diana Simpson (Principal), Halsley Hoff, Kristin Goldberg (Pre-School); Michelle Bynum, Mindy Pooler, Rachelle Calahan, Sarah Nisbet (SAC Chair)

Ann calls meeting to order at 5:31pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Steve moves to amend the agenda in moving the Scheduling Policy review to the consent agenda
 - Kent moves to approve the amended agenda
 - Ann seconds the motion
 - The motion to approve the amended agenda is unanimously approved

- Consent Agenda (2 minutes) – Ann Citrin
 - Approve Minutes from the October 17, 2017 Board Meeting
 - Ann moves to approve the consent agenda
 - Matt seconds motion
 - The Consent Agenda is 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 Mountain Time on Tuesday, November 14, 2017, will be read at the meeting.
 - No comments submitted

- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters – (45 Minutes).
 - Ann moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters
 - Matt seconds the motion.
 - A roll call vote was taken and the motion was unanimously approved.
 - The executive session begins at 5:38pm

- Those present during the executive session were: Ann Citrin, Bryan Molen, Kent Barwind, Matt Keillor, Burgandy Hodge, Steve Haas and Diana Simpson (Principal)
- Kent moves to adjourn from executive session pursuant to C.R.S. § 24-6-402(4)(f)(I)
- Burgandy seconds the motion
- The executive session is adjourned at 6:18pm
- No votes were taken during the executive session

Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:

- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
- Community Events Committee (CEC) (written report submitted) – Ann Citrin
- Arts Committee (No written report submitted) – Bryan Molen
 - Discuss how best to support the Arts department (20 Minutes)
 - Review of discussion and feedback from the Arts Program and Diana
 - Decision has been made not to re-form the Arts Committee
 - Jaime and Ali will create “The A-Team” to act as a booster club that will seek room parents and additional strategic support for the Arts’ initiatives
 - Diana will send out a link to a survey monkey to create a pool of volunteers specific to supporting the Arts Program
- Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
- Fundraising Committee (no written report submitted) – Kent Barwind
- Grant Committee (no written report submitted) – Steve Haas
- School Accountability Committee (SAC) (written report submitted) – Steve Haas
 - Review of Student Survey Results – 30 Minutes
 - Survey results discussed
 - Diana will follow up with APs and relevant teachers regarding any concerning results
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
- Technology Committee (written report submitted) (10 minutes) – Matt Keillor
- Finance Committee – Kent Barwind and Halsley Hoff
- Finance Committee Updates
 - Review October 2017 Financials
 - The Finance Committee has reviewed and recommends approval of the October 2017 Financials.
 - Approve the October 2017 Financials.
 - Kent moves to approve the October 2017 Financials
 - Bryan seconds motion

- The motion to approve the October 2017 Financials is unanimously approved
- Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Review and Approve Current Year Budget
 - Kent moves to approve the Current Year Budget
 - Steve seconds motion
 - The motion to approve the Current Year Budget is unanimously approved
- Board Resolution re: Budget Appropriation (5 minutes) – Kent Barwind
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Approve 2018-2019 kindergarten tuition & student fees
 - Bryan moves to approve the 2018-2019 kindergarten tuition & student fees
 - Ann seconds motion
 - The motion to approve the 2018-2019 kindergarten tuition & student fees is unanimously approved
- Board Training (20 minutes) – Bill Castor
 - Module 9: Board Financial Oversight
 - Module 27: Capital Improvements
 - Module 28: Fund Development Resources
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Steve Haas
 - Review of Building key, Key Fobs and Access Card Policy – First Reading and Vote
 - Approve revised Building Key, Key Fobs and Access Card Policy Policy
 - Bryan moves to approve the revised Building Key, Key Fobs and Access Card Policy with the modifications discussed
 - Steve seconds motion
 - The revised Building Key, Key Fobs and Access Card Policy with the discussed modifications is unanimously approved
 - Review of Continuing Disclosure Policy and Procedure – First Reading and Vote
 - Approve revised Continuing Disclosure Policy and Procedure
 - Ann moves to approve the revised Continuing Disclosure Policy and Procedure
 - Kent seconds motion
 - The revised Continuing Disclosure Policy and Procedure is unanimously approved
 - Review of Parent Communication Policy
 - Approve revised Parent Communication Policy
 - Steve moves to approve the revised Parent Communication Policy with the modifications discussed
 - Burgandy seconds motion

- The revised Parent Communication Policy with the discussed modifications is unanimously approved
- Review of Scheduling Policy
 - Approve revised Scheduling Policy
 - The Scheduling Policy had no recommended changes
 - Moved to the Consent Agenda
- Student Data Privacy Policy – First Reading (10 minutes) – Matt Keillor
- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
 - Assign Board representation at In-Service days
 - Record Volunteer Hours
 - Sunshine Laws
 - Training Modules (Online Education Requirement)
- Summary (5 minutes) – Ann Citrin
- Calendar:

November 15:	Chick-fil-A Spirit Night
November 16:	PTO Meeting
November 17:	STEAM Fruit Toss Event
November 3:	Professional Development Day - No School
November 20 - 24:	Thanksgiving Holiday (No School)
November 30:	SAC Meeting
December 1:	Parents Night Out
December 5:	Community Events Committee Band Concert
December 6:	Formal Uniform Day STEM Committee Meeting
- Newsletter
 - Board Communication Assignment (Update to Community About YTD Activities)
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Multi-Committee Meeting (to be scheduled)
 - Assign Responsible Board Member
 - Board Training: Modules 19 & 29 (Professional Dev. and Needs Assessment)
 - Steve Haas will conduct the board training
- Adjourn
 - Steve moves to adjourn
 - Matt seconds the motion
 - The meeting is adjourned at 8:43pm



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: 11/12/2017