Board of Directors

MEETING minutesTUESDAY, January 16, 2018

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 | 59 |
| 1 | 103 | 33 |
| 2 | 104 | 65 |
| 3 | 104 | 62 |
| 4 | 101 | 163 |
| 5 | 104 | 73 |
| 6 | 127 | 130 |
| 7 | 88 | 78 |
| 8 | 65 | 0 |
| **TOTAL** | **900** | **663** |

|  |  |  |
| --- | --- | --- |
| **Preschool Class** | **Enrollment/16** | **Waitlist** |
| MWF AM 3 | 15 | 0 |
| TR AM 3 | 12 | 0 |
| MWF AM 4 | 16 | 31 |
| TR AM 4 | 14 | 9 |
| MWF PM 4 | 9 | 0 |
| TR PM 4 | 12 | 0 |

**Current Fall 2019 Preschool Enrollment**

\*This is currently only open to BFA families. It will open to the public on Jan 17th.

|  |  |  |
| --- | --- | --- |
| **Preschool Class** | **Enrollment/16** | **Waitlist** |
| MWF AM 3 | 8 | 0 |
| TR AM 3 | 11 | 0 |
| MWF AM 4 | 16 | 9 |
| TR AM 4 | 16 | 2 |
| MWF PM 4 | 3 | 0 |
| TR PM 4 | 3 | 0 |

**Board Directors Present:** Bill Castor, Ann Citrin, Steve Haas and Burgandy Hodge

**Others in Attendance:** Diana Simpson (Principal), Kristin Goldberg (Pre-School); Staci Erbaugh; Angie VanWyk; Mollie Anderson

Bill calls meeting to order at 5:35pm

* Opening (5 minutes)
  + Welcome/Announcements
  + Mission/Vision
  + Pledge of Allegiance
  + Amend/Approve Agenda
* Bryan moves to amend the agenda to include the identification and confirmation of the next Treasurer and President
* Steve moves to remove the review of the Asset Management Policy and the Board of Directors Election policy and move them to the Consent Agenda
* Ann seconds the motion
* Bryan moves to approve the amended agenda
* Burgandy seconds the motion
* The motion to approve the amended agenda is unanimously approved
* Consent Agenda (2 minutes) – Bill Castor
* Approve Minutes from the December 19, 2017 Board Meeting
* Bryan moves to approve the Consent Agenda
* Bill 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, January 16, 2018, will be read at the meeting.
  + No comments submitted online or in person
* Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
* Board Committee Reports(written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes**:**
* Board Succession Committee (10 Minutes) – Bryan Molen
  + Timeline and document needs review
  + Review of Board strengths/needs matrix evaluation
* Community Events Committee (CEC) (written report submitted) – Ann Citrin
  + No written report submitted
* 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) (no written report submitted) – Steve Haas
  + Review of the Parent Survey and provide feedback to the SAC
* Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
* Technology Committee (written report submitted) (10 minutes) – Matt Keillor
* Finance Committee – (no written report submitted) Kent Barwind and Halsley Hoff
* Finance Committee Updates
* The Finance Committee did not meet in January – no update for this meeting
* Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)
* School Sanitation and Hygiene (10 Minutes) – Bryan Molen
  + Bryan and Kent will work with Monty to get quotes for upgrade to faucets, soap dispensers and hand sanitizer systems
* Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
  + - Discussions around wrapping the fence or planting trees along Plaza - seeking quotes
    - Discussions around creating a floating dress of choice day that can be earmarked for certain initiatives i.e. Disney trip
    - Seeking proposal regarding a storage container greenhouse - will present to Board once ideas solidified
    - Diana will follow upon quote to finish fence along west end of field
* Discuss and vote on proposal to add an extra dress of choice day to raise funds for the Fallen Officer Fund
  + Discussions around whether to keep this as a one-time event for this cause
  + Bill moves to approve proposal to add an extra dress of choice day to raise funds for Fallen Officer Fund
  + Burgandy seconds motion
  + The motion to approve the proposal for an extra dress of choice day is unanimously approved
* Board Training (15 minutes) – Bryan Molen
* Module 11: Policy Development
* Module 21: Grant Writing
* Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Steve Haas
* Review of Asset Management Policy
* Asset Management Policy review moved to the Consent Agenda
* Board of Directors Election Policy
* Board of Directors Election Policy review moved to the Consent Agenda
* Uniform Policy
* Bryan moves to approve the revised Uniform Policy with Board revision
* Steve seconds motion
* The motion to approve the revised Uniform Policy with Board revision is unanimously approved
* Student Data Privacy Policy (5 minutes) – Final Review and Vote - Matt Keillor
* Bill moves to approve the revised Student Data Privacy Policy
* Ann seconds motion
* The revised Student Data Privacy Policy is unanimously approved
* Legislative Update (5 minutes) – Steve Haas
* President and Treasurer Identification and Appointment (10 minutes)- Ann Citrin
  + Ann moves to identify and confirm Bill Castor to remain as President of the Board for the 2018-2019 school year
  + Steve seconds motion
  + The motion to identify and confirm Bill Castor to remain as President is unanimously approved
  + Bill moves to identify and confirm Steve Haas to the position of Treasurer for the 2018-2019 school year
  + Burgandy seconds motion
  + The motion to identify and confirm Steve Haas for the position of Treasurer is unanimously approved
* Board Responsibilities/Reminders (5 Minutes) – Bill Castor
* Summary (5 minutes) – Bill Castor
* Calendar:

January 17 Ben Franklin Birthday Celebration

January 17 4th Grade Musical

January 18 PTO Mtg.

January 19 Parents Night Out

January 25 SAC Meeting & Ben’s Brigade

January 31 First Grade Musical

February 9 Doughnuts with Dad

February 13 Parent-Teacher Conferences

February 20 Next Board meeting

* Newsletter
* Board Communication Assignment (Update to Community About YTD Activities)
  + Board will provide contribution to the newsletter in February
* Review Action Items
* Review Votes
* Review Future Board Agenda Items
* Multi-Committee Meeting (to be scheduled)
  + Assign Responsible Board Member
* Board Training: Modules
  + - Matt Keillor will conduct the modules for February
* Adjourn
* Bill moves to adjourn
* Ann seconds the motion
* The meeting is adjourned at 7:44pm

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: 2/10/2018