



BOARD OF DIRECTORS
ANNUAL CALENDAR

Meeting	Agenda/Action Items
July: Board Vacation	Board email to BFA Community regarding state of the school
August: Regular Meeting	<i>Classes Commence</i> <i>4th Quarter Financials Due</i> <i>Board Contact Information, Terms and Conflict Forms Due to District</i> <i>Insurance Information/Certificate Due to DCSD</i> Present Principal Evaluation Standards Schedule Board of Director's Meetings Committee Reports Principal's Report: TCAP Data Review Treasurer's Report: Renewal of D&O and other insurance; Review of 4th Quarter Financials; Prior Year Budget Review Legislative Update Board Training: Curriculum; Update Board Binders (committees, Board Roster, etc.); Conflict Resolution Policy Review: Conflict Resolution Policy; Facility Use Policy; Homework Policy; Meta Policy; Traffic and Parking Management Policy; and Credit Card Policy
September: Regular Meeting	<i>Draft Audit - including the management discussion analysis letter</i> <i>Intent to Renew - if in the last year of current contract</i> <i>Performance Matrices due to HighMark</i> Strategic Plan Quarterly Review Committee Reports Principal's Report: TCAP Data Review Treasurer's Report : Review Draft Audit Legislative Update Board Training: Understanding and Analyzing Assessment Data Policy Review: Enrollment Policy; Student Attendance Policy; and Board of Directors Election Policy
October: Regular Meeting	<i>Final Audit Report Due to DCSD</i> Committee Reports Principal's Report: Review and Approve Current Year Budget Treasurer's Report: Review/Accept Recommendations of Auditor Legislative Update Board Training Policy Review: Environmental Education Policy
November: Regular Meeting	<i>Parents Notified of Open Enrollment Window (11/1-1/5)</i> <i>Charter Renewal Documents Due to DCSD - if in the last year of current contract</i> <i>Current Year Budget due to DCSD</i> <i>1st Quarter Financials Due to DCSD</i> <i>Final Audit due to HighMark</i>

BEN FRANKLIN ACADEMY

	<p>Committee Reports Principal's Report: Approve Half-Day Kindergarten Tuition Treasurer's Report: Review of 1st Quarter Financials Legislative Update Board Training Policy Review: Scheduling Policy and Parent Communication Policy</p>
December: Regular Meeting	<p><i>Lottery Held</i> <i>Revised Current Year Budget Due to DCSD</i> <i>Projected Enrollment for Next Year Due to DCSD</i> Strategic Plan Quarterly Review Committee Reports Principal's Report: Review Projected Enrollment for Next Year; Approve SPED Tier Option; Review Unified Improvement Plan; Approve Academic Calendar Treasurer's Report Legislative Update Board Training Policy Review: Financial Accounting and Reporting Policies and Procedures; Mobile Electronic Device Usage (f/k/a Laptop and Tablet Usage) Policy and Uniform Policy</p>
January: Regular Meeting	<p><i>Unified Improvement Plan Due</i> <i>SPED Tier Option Due to District</i> Vote on posting location for Board Meeting Agendas and Schedule Review SAC Parent Satisfaction Survey Questions Committee Reports Principal's Report: Review Purchased Services Contract with DCSD Treasurer's Report Legislative Update Board Training Policy Review: Asset Management Policy; Teacher Compensation Policy; and Assistance for Qualified Free and Reduced Lunch Recipients</p>
February: Regular Meeting	<p><i>2nd Quarter Financials Due to DCSD</i> <i>Draft Purchased Services Contract Due to District</i> <i>Charter School Conference (?)</i> Approve Auditor Announce Board of Directors Elections -- Nominations due before March Meeting (Director Election Policy F) Committee Reports Principal's Report Treasurer's Report: Review 2nd Quarter Financials Legislative Update Board Training Policy Review: Inventory Management Policy</p>
March: Regular Meeting	<p><i>School Calendar Due to DCSD</i> <i>Final Purchased Services Contract Due to District</i> <i>Discussion regarding class size</i> Approve amount to be allocated to teacher raises and teacher evaluation procedure Distribute Principal Evaluation to Board Members Board candidate information distributed (Director Election Policy F) Schedule Meet the Board Candidates</p>

BEN FRANKLIN ACADEMY

	<p>Review SAC Parent Satisfaction Survey Results Strategic Plan Quarterly Review Committee Reports Policy Review: Grading Policy Principal's Report: Review First Draft of Next Year's Budget; Update re Teacher/Staff Reviews Treasurer's Report Legislative Update Board Training</p>
<p>April: Regular Meeting</p>	<p><i>First Draft of Next Year's Budget Due to DCSD</i> <i>PTO Elections</i> Approve Attorney Principal Evaluation Board Director Appointed/Announce Board election results (Director Election Policy H) Schedule Strategic Planning Session (Administrators, 2 Directors, Others) Review SAC Student Survey Questions Distribute Principal Evaluation Forms Committee Reports Principal's Report: Adopt Final Next Year's Budget; Update re Teacher/Staff Reviews; Update re Teacher/Staff Offers; Approve Proposed School/Student Fees Treasurer's Report: Legislative Update Board Training: Policy Review: Book Donation Policy and Volunteer and Visitor Policy</p>
<p>May: Regular Meeting</p>	<p><i>SAC Elections</i> <i>STEM Committee Appointments</i> <i>Annual Board Approved Budget due to DCSD</i> <i>Notify DCSD of Identity of Auditor</i> <i>Schedule of Proposed School/Student Fees Due to DCSD</i> <i>Submit explanation of any major changes (curriculum, facility upgrades, grades served) to DCSD</i> <i>3rd Quarter Financials Due to DCSD</i> <i>Projected Enrollment Due to Highmark</i> <i>Strategic Planning Session (Administrators, 2 Directors, Others)</i> Board term begins/ends New Board Member Orientation/Mentor Assigned Schedule Board Retreat Distribute Board Self Evaluation Approve Finance Committee Chair Approve Independent Attorney of Record Review Results of SAC Student Survey Committee Reports Principal's Report: Update re Teacher/Staff Offers Treasurer's Report: Review of 3rd Quarter Financials Legislative Update Board Training: Open Meetings, Sunshine Law and Executive Sessions Policy Review: Board Director Agreement and Board Conflict Form</p>

BEN FRANKLIN ACADEMY

<p>June: Board Retreat</p>	<p>Principal email to BFA Community regarding year in review <i>School Safety Plan Due to District</i> Approve Principal goals for the school year Board Self Evaluation/Goal Setting Select Board Officers Approve STEM Committee Chair Approve/Finalize Strategic Plan Committee Year-End Reports Principal's Report Treasurer's Report Legislative Update Board Training: Finances (sign Board Director Agreements/Conflict of Interest Forms) Policy Review: Student Discipline Policy; Employee Dress Policy; Field Trip Policy; and Non-Discrimination Policy</p>
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Other:

- Monthly: Enrollment/Attendance and Board Approved Financials to HighMark
- Quarterly Financials due to DCSD within 45 days of close of quarter (4th Q is due with Audit)
- As needed: Charter Renewal to HighMark as completed
 - New Board Member information and changes to Bylaws or Articles of Incorporation to DCSD within 10 days
 - 60 days after receipt of BFA's annual report DCSD shall provide information re status in relation to goals, objectives and accreditation requirements

C.R.S References

Matters specific in the Open Meetings Law that may be discussed in executive session are as follows:

C.R.S. § 24-6-402(4)(a): The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the board has a personal interest in such purchase, acquisition, lease, transfer, or sale.

C.R.S. § 24-6-402(4)(b): Conferences with the board's attorney for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the board is not sufficient to satisfy this requirement.

C.R.S. §24-6-402(4)(c): Matters required to be kept confidential be federal or state law or rules and regulations. The board shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.

C.R.S. § 24-6-402(4)(d): Specialized details of security arrangements or investigations.

C.R.S. §24-6-402(4)(e): Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiations.

C.R.S. §24-6-402(4)(f)(I): Personnel matters, except if the employee who is the subject of the session has requested an open meeting.

C.R.S. §24-6-402(4)(f)(II): (1) "Personnel matters" do not include discussions concerning any member of the board, any elected official, or the appointment of a person to fill the office of a board member or an elected official, or to discussion of matters personal to particular employees.

Original: Approved by Board 10/8/2013
 Revision 1: Approved by Board 1/13/2015
 Revision 2: Approved by the Board: 8/11/2015