



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, MAY 9, 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	101	30
1	104	87
2	103	60
3	104	172
4	104	87
5	130	153
6	93	142
7	69	1
8	73	0
TOTAL	881	732

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

Board Directors Present: Bill Castor, Ann Citrin, Bryan Molen, Paige Brock, Becky Mullen, Kent Barwind, Matt Warder.

Special Attendees: Board Directors-Elect: Matt Keillor, Steve Haas and Burgandy Hodge.
Others in attendance: Michelle Bynum (Office Manager), Diana Simpson (Middle School Assistant Principal), Mary Sivik (Candidate for Chair of CEC), Julie Roper (CEC Vice-Chair), Bob Barber (Principal), Kristin Goldberg (Preschool Director) and Zack Gautier (parent).

Paige calls the meeting to order at 5:39pm

- Opening (5 minutes) – Paige Brock
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige moves to amend the Agenda to add to the Consent Agenda the approval of the corrections to the Additional Standards for Girls table made to conform with the revisions approved at the February meeting to the Uniform Policy.
 - Bryan seconds the motion.
 - The motion to amend the Agenda to add to the Consent Agenda the approval of the corrections to the Additional Standards for Girls table is unanimously approved.
 - Paige moves to approve the Amended Agenda.
 - Becky seconds the motion.
 - The Amended Agenda is unanimously approved
- Consent Agenda (2 minutes) – Paige Brock
 - Approve the Minutes from the April 11, 2017 Board Meeting
 - Approve the Minutes from the April 25, 2017 Special Board Meeting
 - Approve the Minutes from the May 4, 2017 Special Board Meeting
 - Review of Book Donation Policy
 - [As amended, to include the Additional Standards for Girls table.]
 - Paige moves to approve the Consent Agenda.
 - Becky seconds the motion.
 - The Consent Agenda is unanimously approved.

- Open Comments (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, May 9, 2017, will be read at the meeting.
 - A message was received from Halsley Hoff at 12:02pm on May 4th.
 - “I just wanted to thank the board for all that you have done and continue to do for BFA!”
 - No open comments were made in person.
- BFA Principal Search (10 minutes) – Ann Citrin
 - Update on Status and Strategy Related to Principal Search
 - Ann updated the Board on the current status of the search. The 14-day notice requirement of the Sunshine Laws allows the new Principal to be offered a position no earlier than May 20th
 - A Special Meeting of the Board was scheduled for 1:00 p.m. on May 20, 2017..
- Ben Franklin Academy Building Corporation Report (10 minutes) – Kent Barwind and Bill Castor
 - Review final STEAM Expansion Budget/Project
- Parent Teacher Organization (PTO) Report (written report submitted) (10 minutes) – Ann Citrin
 - Review 2017-2018 Events Calendar
 - Shelly Dana Library
- Board Committee Reports (written reports submitted, as indicated) (25 minutes)
 - Arts Committee (written report submitted) – Becky Mullen
 - Community Events Committee (CEC) (written report submitted) (5 minutes) – Becky Mullen
 - Approve CEC chairperson for 2017-2019
 - Becky moves to approve Mary Sivik as Chairperson of the CEC for the term 2017-2019.
 - Paige seconds the motion.
 - Mary Sivik is unanimously approved as Chairperson of the CEC for the term 2017-2019.
 - Curriculum Committee (meets in Fall, Winter and Spring; no report at this time) – Paige Brock
 - Facility Committee (see Ben Franklin Academy Building Corporation) (10 minutes)– Bill Castor
 - Review progress on artificial turf negotiations – Kent Barwind and Bill Castor
 - Finance Committee (written report to be submitted) (see Treasurer’s Report) (5 minutes) – Kent Barwind
 - Approve Committee Chair for FY2017-2018
 - Kent moves to approve Roger Nagel as the Finance Committee Chairman for the FY2017-2018.
 - Paige seconds the motion.
 - Roger Nagel is unanimously approved as the Finance Committee Chairman for the FY2017-2018.
 - Fundraising Committee (written report submitted)
 - Grant Committee (no report at this time)

BEN FRANKLIN ACADEMY

- School Accountability Committee (SAC) (written report to be submitted) – Bryan Molen
- Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (5 minutes) – Matt Warder
 - Approve Committee Chair for FY2017-2019
 - Matt Warder moves to approve Tobi Anderson and Vince Molieri as Co-Chairs of the STEAM Committee for the FY2017-2019,
 - Kent seconds the motion.
 - Tobi Anderson and Vince Molieri are unanimously approved as Co-Chairs of the STEAM Committee for FY2017-2019.
- Succession Committee (no report at this time) – Bryan Molen
- Technology Committee (no report at this time) – Matt Warder
- Review Teacher Survey Results (20 minutes) – Kent Barwind
 - Action items will be identified at the June Working Meeting/Retreat.
- Outgoing Committee Chairs and Board Director Appreciation (10 minutes) – Becky Mullen/Ann Citrin
 - Matt Warder was recognized for his service on the Board. Bob Barber was recognized for as the founding Principal. Paige and Becky were previously recognized for their service on the Board. Barbara Spencer will be recognized by Ann on behalf of the Board on Wednesday.
 - Outgoing committee chairs will be recognized on behalf of the Board by their Board liasons.
- Treasurer's Report (10 minutes) – Kent Barwind
 - The Finance Committee has reviewed and recommends approval of the resolution the re: Budget Appropriation for FY2017-2018.
 - Approve the Budget Appropriation Resolution for FY2017-2018
 - Paige moves to approve the Budget Appropriation Resolution for FY2017-2018.
 - Matt Warder seconds the motion.
 - The Budget Appropriation Resolution for FY2017-2018 is unanimously approved.
 - Review April 2017 Financials
 - The Finance Committee has reviewed and recommends approval of the April 2017 Financials.
 - Approve the April 2017 Financials
 - Kent moves to approve the April 2017 Financials.
 - Matt Warder seconds the motion.
 - The April 2017 Financials are unanimously approved.
- Principal's Report (30 minutes) – Bob Barber
- Strategic Plan (10 minutes) – Bryan Molen
 - Review Revised Strategic Plan
- Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Reading and Vote (5 minutes) – Paige Brock
 - Approve Ben Franklin Academy Charter School Board Director Agreement
 - Paige moves to approve the Ben Franklin Academy Charter School Board Director Agreement.
 - Kent seconds the motion.

- The Ben Franklin Academy Charter School Board Director Agreement is unanimously approved.
- Approve Ben Franklin Academy Charter School Board Director Certification Form
 - Paige moves to approve the Ben Franklin Academy Charter School Board Director Certification Form,
 - Becky seconds the motion.
 - The Ben Franklin Academy Charter School Board Director Certification Form is unanimously approved.
- Legislative Update (5 minutes) – Matt Warder
- Board Training (15 minutes) – Ann Citrin
 - Open Meetings, Sunshine Law and Executive Sessions
- Board Working Meeting/Retreat (15 minutes) – Bill Castor/Paige Brock
 - Schedule Board Working Meeting/Retreat
 - The June Board Working Meeting Retreat will be held at BFA on June 2nd.
 - Identify Agenda Items and Assignments
 - Assign Mentors to New Board Members
 - Assign Board Self-Evaluation Responsibility
- Legislative Update (10 minutes) – Matt Warder
- Summary (5 minutes) – Paige Brock
 - Calendar:
 - May 11: After-School Musical Choir Performance
 - May 13: DI Breakfast Fundraiser at Applebee's (7:30-9:30 a.m.); Wish Week Car Wash (11 a.m. – 2 p.m.)
 - May 17: Disneyland Choir Performance
 - May 18, 19, 22 and 24: Field Days
 - May 20: Used Uniform Sale (9-11 a.m.)
 - May 24: Kindergarten Year-End Performances
 - May 25: Eighth Grade Graduation, 6:30 p.m.
 - May 26: Last Day of School
 - June: 2 Board Retreat/Working Meeting
 - August 16: First Day of School
 - Review Action Items: 8th Grade Thank You's
 - Review Votes
 - Assign Newsletter Item: Burgandy to write on carpool.
 - Review Future Board Agenda Items
 - Standards/Guidelines for Committee Budgeting and Consultant Fees
 - Identify Action Items for Parent Satisfaction, Student Satisfaction and Teacher Satisfaction Surveys
 - Approve Revised Strategic Plan
 - Board Training: Finances and Best Practices (sign Board Director Agreements/Conflict of Interest Forms)
 - Policy Review: Employee Dress Policy; Field Trip Policy; Non-Discrimination Policy; Student Discipline Policy
 - Board Evaluation
 - Committee Year-End Reports

- Review and Approve Revised Board Calendar
- Resolution re Officers and Directors
- Review Student Satisfaction Survey results
- Approve proposed Technology Plan
- Adjourn
 - Paige moves to adjourn.
 - Becky seconds the motion.
 - The meeting is adjourned at 9:59pm.

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: 5/13/2017