



BOARD OF DIRECTORS
RETREAT/WORKING MEETING MINUTES
FRIDAY, JUNE 2, 2017

8:00 AM

Ben Franklin Academy Library

*Due to the length of the retreat/working meeting,
it will not be broadcasted via telephone conference line.*

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	2017/2018
K	101	30	104
1	104	87	104
2	103	60	104
3	104	172	104
4	104	87	104
5	130	153	104
6	93	142	123* (130)
7	69	1	91* (93)
8	73	0	64* (66)
TOTAL	881	732	903

*This number is based on "rumored withdrawals"
() number is not counting the "rumored withdrawals"

BEN FRANKLIN ACADEMY

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	11	0
TR AM 3	14	0
MWF AM 4	16 (7 stay all day)	34
TR AM 4	15 (9 stay all day)	5
MWF PM 4	16	0
TR PM 4	12	0

Projected enrollment for 2017-2018 school year:

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	16	5
TR AM 3	16	14
MWF AM 4	16 (8 will stay all day)	37
TR AM 4	16 (7 will stay all day)	20
MWF PM 4	11	0
TR PM 4	7	0

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

Others in attendance: Diana Simpson (Principal)

Bill calls meeting to order at 8:05am

- **8:00 a.m.** Opening (5 minutes) – Bill Castor
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Bill moves to amend the Agenda to add Code of Ethics Review after Signing of Board Agreements and Conflict of Interest Forms for 10 minutes
 - Bryan seconds motion
 - The motion to amend the Agenda to add Code of Ethics Review is unanimously approved.
 - Bill moves to approve the Amended Agenda
 - Ann seconds motion
 - The Amended Agenda is unanimously approved

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the May 9, 2017 Board Meeting

- Approve Minutes from the May 20, 2017 Special Board Meeting
- Field Trip Policy (No Changes)
- Non-Discrimination Policy (No Changes)
 - Bill moves to approve the Consent Agenda
 - Ann seconds 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 Thursday, June 1, 2017, will be read at the meeting.
 - No comments were submitted online.
 - No comments were made in person.
- Selection and Approval of Board Officers and Committee Assignments for FY2017 -2018 (15 minutes) – Bill Castor
 - Approval of Board Vice President
 - Bill moves to appoint Ann Citrin as Vice President of the Governing Board
 - Kent seconds motion
 - Ann Citrin is unanimously approved as Vice President of the Governing Board
 - Approval of Board Secretary
 - Bill moves to appoint Bryan Molen as Board Secretary
 - Ann seconds motion
 - Bryan Molen is unanimously approved as Board Secretary
 - Selection of Committee Assignments
 - SAC: Steve Haas
 - Finance/ Fundraising: Kent Barwind
 - CEC: Ann Citrin
 - PTO: Burgandy Hodge
 - Arts: Bryan Molen
 - Grant: Steve Haas
 - STEM: Matt Keillor
 - Curriculum: Bill Castor
 - Technology: Matt Keillor
 - Assign Mentors to New Board Directors
 - The Board feels that an open door policy will suffice in lieu of a formalized mentor program
- Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) – Bill Castor
- Sign Board Director Agreements/Conflict of Interest Forms (5 minutes) – Bill Castor
- Code of Ethics Review (10 minutes)- Bryan Molen
 - First reading
 - Second reading and vote for approval in the August Board meeting

- Principal's Report (60 minutes) – Diana Simpson
 - Update on AP Searches
 - Diana noted that offers were extended and accepted by the preferred candidates for both A/P positions. Both will join BFA on July 1st.
- Legislative Update (5 minutes) – Steve Haas
 - **HB17-1375 passed**
- **Break**
- School Accountability Committee (SAC) Presentation on Student Survey Results (30 minutes) – Sarah Nisbet and Mette Castor
 - Survey results overall positive
 - Key issues requiring follow up:
 - Student safety- some students do not feel safe
 - Some students feel isolated or alone
 - Extra-curricular activities
 - Expanding the generally positive experience of the 6th grade into 7th and 8th
 - Lockers for 5th grade?
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (45 minutes) – Bill Castor
 - Bill moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (Bob Barber invited)
 - Bryan seconds the motion.
 - The Board convenes executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) at 11:08am.
 - Roll call taken, all Board members present
 - The executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) is adjourned at 11:41 am.
 - No votes were taken during the executive session.
- Principal Evaluation and Compensation (10 minutes) – Bill Castor
 - Discussion and Vote on Principal Bonus for 2016-2017
 - Bill moves to approve a bonus equal to 85% of the target, to be paid to Bob Barber (outgoing Principal)
 - Bryan seconds motion
 - The motion to pay a bonus equal to 85% of the target to Bob Barber is unanimously approved
- **12:00 p.m – 1:30 p.m. Lunch**
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (45 minutes) – Bill Castor
 - Bill moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (Diana Simpson invited)
 - The Board convenes executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) 1:43 pm.
 - Roll call taken, all Board members present

- The executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) is adjourned at 2:08pm.
- No votes were taken during the executive session.
- Principal Evaluation and Compensation (20 minutes) – Ann Citrin
 - Discuss and Approve Principal Goals for 2017-2018
 - The approval of Principal Goals for 2017-2018 have been tabled until August 2017 to allow for further consideration of the goals and specific recommendations for changes.
 - Discuss and Approve 2017-2018 Principal Evaluation Form and Performances Matrices
 - The approval of the 2017-2018 Principal Evaluation Form and Performance Matrices have been tabled until August 2017 to allow for further discussion and identification of the appropriate criteria.
- Board Evaluation/Goal Setting (30 minutes) – Burgandy Hodge
 - Board Self-Evaluation Results
 - Discussion Regarding Board Responsibilities
 - Goal Setting
 - Will discuss action items and goal setting in August meeting
- Technology Report (30 Minutes) – Matt Keillor/Beth Konesky
 - Beth identified the following needs for the 2017-18 school year:
 - Replace all original laptops with Chromebooks- total of 2 carts
 - Purchase 4 carts of Chromebooks to be available for 3rd to 5th grade classes
 - Replace iPad 2s with iPad 3 or other similar tablet of like, kind quality
 - Update all 3 wifi antennas
 - Replace server switch
 - Room in budget identified and administration authorized to proceed with upgrade
 - Board will vote to approve in August meeting
- Board Training (10 minutes) – Bryan Molen
 - Review Training Calendar and Module Process
 - Bill will send 2017-18 Board Training schedule to all Board members.
- Board Attendance at Teacher In-Service/Training (5 minutes) – Bill Castor
 - Bill Castor and Ann Citrin will attend August 8th
 - Kent Barwind will attend either the 10th or 11th to discuss the teacher survey results
- Discussion and Vote on requested funding for Destination Imagination (DI) Global Competition (10 minutes) – Matt Keillor
 - Kent moves to approve DI's request for additional funding to support the DI Global Competition in the amount of \$450.
 - Bill Seconds motion
 - The request for additional funding is unanimously approved
 - This is a one-time issuance; the Board will be setting policy for all future requests for funding of BFA teams requesting supplemental funding.

- **BREAK**
- Parent-Teacher Organization (PTO) Year-End Report (written report submitted)
- Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
 - Arts Committee (written report to be submitted)
 - Facility Committee (written report to be submitted)
 - Finance Committee June Report (written report to be submitted)
 - Fundraising Committee (written report to be submitted) – Kent Barwind
 - Grant Committee (written report submitted)
 - Community Events Committee (CEC) (written report submitted)
 - School Accountability Committee (SAC) (written report submitted)
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
 - Succession Committee (written report to be submitted) (5 minutes) – Bryan Molen
 - Technology Committee (no report)
 - Curriculum Committee (written report submitted)
- Review and Approval of Strategic Plan (30 minutes) – Bryan Molen
 - Review Strategic Plan
 - Approve Strategic Plan
 - Bill moves to approve the Strategic Plan
 - Kent seconds motion
 - The Strategic Plan is unanimously approved
- Treasurer’s Report (20 minutes) – Kent Barwind
 - Review 2016-2017 Financials/Budget to Actual to Date
 - The Finance Committee will review the May 2017 Financials at their June meeting.
 - Ratify approval of increase in Teacher/Staff Salary Budget
 - Kent moves to ratify approval to increase the Teacher/Staff Salary Budget to a total of \$3,694,324.
 - Bill seconds motion.
 - The increase in Teacher/Staff Salary budget to a total of \$3,694,324 is unanimously approved
- Policy Review (5 minutes) – Bryan Molen
 - Employee Dress Policy
 - Review and approve revised Employee Dress Policy
 - Bryan moves to approve the Employee Dress Policy as revised.
 - Steve seconds motion.
 - The Employee Dress Policy, as revised is unanimously approved.
 - Student Discipline Policy
 - Review and approve revised Student Discipline Policy
 - Bryan moves to approve the Student Discipline Policy as revised
 - Matt seconds motion
 - The Student Discipline Policy is unanimously approved.
- Stakeholder Surveys (45 minutes) – Bill Castor

- Identify Action Items from Parent Satisfaction Survey
- Identify Action Items from Teacher Survey
- Identify Action Items from Student Survey
 - Several items were identified as requiring follow-up actions based on the surveys. Further clarification and specific follow-up actions will be discussed at the August Board meeting.
- Ben Franklin Academy Corporation Report (5 minutes) – Kent Barwind and Bill Castor
- Review of Carpool (10 minutes) – Burgandy Hodge
 - Issues and concerns with the current carpool were discussed. Most issues appear to be related to technology, which will improve based on the recommendations made and approved by Beth.
 - Burgandy will review and provide any additional recommendations at the August Board meeting.
- Review and Approve Revised Board Calendar (5 minutes) – Bill Castor
- Summary
 - Calendar:
 - June 16: PTO Volunteer Appreciation at Pirate’s Cove
 - August 9 - 11: Registration
 - August 14: Meet and Greet
 - August 14: CEC Summer Picnic – Civic Green Park
 - August 15: Board Meeting
 - August 16: First Day of School
- Newsletter: Year in Review/Introduction from Principal in June; State of BFA in July from Board
- Review Action Items
- Review Votes
- Review Future Agenda Items
- **5:00 p.m.** Adjourn
 - Bill moves to adjourn
 - Steve seconds the motion
 - The meeting is adjourned at 5:17pm

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: 6/17/2017