



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, SEPTEMBER 19, 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.

Enrollment Update:

Grade	Enrolled	Waitlist
K	104	17
1	104	49
2	104	58
3	104	155
4	102	64
5	104	127
6	128	70
7	89	1
8	64	0
TOTAL	902	542

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

Count Day: September 21 (11 day count window)

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

Others in Attendance: Diana Simpson (Principal), Jason Elliott (Middle School Principal), Aric Gomez (Elementary School Principal), Halsley Hoff, Michelle Bynum, Kristin Goldberg (Pre-School), Kate Crespo, various teachers

Bill calls meeting to order at 5:46pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Kent moves to approve the agenda
 - Ann seconds the motion
 - The motion to approve the agenda is unanimously approved

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the August 15, 2017 Board Meeting
 - Bill moves to approve the consent agenda and the reviewed policies herein
 - Kent seconds motion
 - The Consent Agenda and included policies are 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 on Tuesday, September 19, 2017, will be read at the meeting.
 - No open comments

- Middle School T-Shirt Proposal (10 Minutes) – Mrs. Crespo
 - Proposing a t-shirt built around each year’s slogan, i.e. Be Brave...Do Hard Things
 - Students could tie dye shirts/decorate and wear on Spirit Day and Dress of Choice Day
 - Proposal to change the Middle School teacher’s Polo shirt provided by the PTO to a baseball style shirt, which staff would wear on Dress of Choice Days

- Kent moves to approve the proposal to allow middle school students to wear the designated slogan t-shirt on Spirit Day and Dress of Choice Day
- Matt seconds the motion
- The proposal for the use of designated slogan t-shirts by middle school students was unanimously approved

- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge

- Community Events Committee (CEC) (written report submitted) – Ann Citrin
 - Discuss One Act of Kindness (OAK) initiatives – follow up from August (5 minutes)
 - No follow up

- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6)
 - Arts Committee (written report submitted) – Bryan Molen
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
 - Fundraising Committee (written report submitted) – Kent Barwind
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Steve Haas
 - Discuss adjustments to facility use and rental fees (follow up from August)
 - Will be discussed in Principal’s report
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
 - Technology Committee (written report submitted) (10 minutes) – Matt Keillor
 - Finance Committee End-of-the-Year and August Reports (written reports to be submitted) (see Treasurer’s Report) – Kent Barwind and Halsley Hoff

- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)

- Board Succession Planning (10 Minutes) – Bryan Molen
 - Work to kick-off the committee in October 2017
 - Potential committee members: Bryan Molen, Kimberly Smith, Mindy Pooler and Diana Simpson

- Board Evaluation Follow-up (10 Minutes) – Burgandy Hodge
 - In follow up, will set up a 30 min discussion in the October meeting relative to the Charter and the Articles of Incorporation

- Board Training (30 minutes) – Matt Keillor
 - Module 15: Data Driven Decisions
 - Module 16: Accountability and Program Assessment

- Strategic Plan Quarterly Review (Strategic Plan Goals #1-6) (10 minutes) – Bill Castor
→ Strategic Plan will be reviewed in Q1 of 2018
- Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
 - Review August 2017 Financials
 - The Finance Committee has reviewed and recommends approval of the August 2017 Financials.
 - Approve the August 2017 Financials.
 - Kent moves to approve the August 2017 Financials
 - Bill seconds the motion
 - The August 2017 Financials are unanimously approved
- Review 2016-2017 Financials/Budget to Actual
 - Review 4th Quarter/Year-End Financials
 - Reviewed and Approved in the August meeting
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Steve Haas
 - Board of Directors Conflict of Interest Policy – First Reading and Vote
 - Approve revised Board of Directors Conflict of Interest Policy
 - Bill moves to approve the revised Board of Directors Conflict of Interest Policy
 - Burgandy seconds the motion
 - The revised Board of Directors Conflict of Interest Policy is unanimously approved
 - Student Attendance Policy – First Reading and Vote
 - Approve revised Student Attendance Policy
 - Bill moves to approve Student Attendance Policy without revision
 - Ann seconds the motion
 - The Student Attendance Policy is unanimously approved without revision
 - Traffic and Parking Management Policy - First Reading and Vote
 - Approve revised Traffic and Parking Management Policy
 - Reviewed and Approved in the August meeting
- Follow-up Actions from Stakeholder Surveys (Parent, Teacher and Student)
 - Diana Simpson is going to delegate to Mr. Redford regarding the compilation of a quick survey around student safety
- Discussion of tenets of a policy to govern requests for Supplemental Funding for BFA Extra-Curricular Programs – Kent Barwind
 - Any group fundraising that is a class of BFA, the funds will be run through the fundraising committee
 - Any other group that falls outside of the above must go through the PTO
- Legislative Update (5 minutes) – Steve Haas

- Review and Approve Principal Goals for 2017-2018 – Ann Citrin
 - Additional review to take place
 - Approval tabled to October meeting
- Review and Approve Principal Evaluation Matrices for 2017-2018 – Ann Citrin
 - Bill moves to approve Principal Evaluation Matrices for 2017-2018, which includes both the Principal Evaluation and Scorecard
 - Ann seconds the motion
 - The Principal Evaluation Matrices for 2017-2018, which includes both the Principal Evaluation and Scorecard, is unanimously approved
- Board Responsibilities (5 minutes) – Bill Castor
- Board Calendar (5 minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor
- Calendar:
 - September 20: BFA Spirit Night – Cold Stone Creamery
 - August 23: Arts Committee
 - September 21: PTO Meeting
 - September 22: No School – Professional Development Day
 - September 28: Ben’s Brigade Meeting (Target Starbucks)
 - September 29: Steam Expo.
 - October 9-13: Fall Break
 - October 17: Board Meeting
 - October 19: DCSD Board Candidate Forum (Thunder Gym)
- Newsletter
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Multi-Committee Meeting (to be scheduled)
 - Board Training: Module 22, 24 & 26 (Community Engagement Focus)
 - Burgandy will conduct
- Adjourn
 - Bill moves to adjourn
 - Steve seconds the motion
 - The meeting is adjourned at 9:01pm

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: 9/16/2017