



BOARD OF DIRECTORS  
MEETING AGENDA  
TUESDAY, OCTOBER 17, 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:**

<b>Grade</b>	<b>Enrolled</b>	<b>Waitlist (18-19)</b>
K	104	90
1	104	19
2	104	52
3	104	63
4	102	158
5	104	59
6	128	129
7	89	72
8	64	2
<b>TOTAL</b>	<b>902</b>	<b>644</b>



Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	12	0
MWF AM 4	16	31
TR AM 4	13	9
MWF PM 4	9	0
TR PM 4	12	0

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, Kristin Goldberg (Pre-School), Susan Klee (Kindergarten Teacher), Julie DePasse (1<sup>st</sup> Grade Teacher), Amy Lingren (3<sup>rd</sup> Grade), Sarah Harrell (Reading Specialist), Elizabeth Billups, Rachele Calahan

**Bill calls meeting to order at 5:31pm**

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Kent moves to amend the agenda in moving the Academic Calendar discussion until after the Committee discussion
    - Bill moves to approve the amended agenda
    - Ann seconds the motion
    - The motion to approve the amended agenda is unanimously approved
  
- Consent Agenda (2 minutes) – Bill Castor
  - Approve Minutes from the September 19, 2017 Board Meeting
    - Bill moves to approve the consent agenda
    - Ann 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 on Tuesday, October 17, 2017, will be read at the meeting.
    - Comments submitted by:
      - Elizabeth Billups
      - Rachele Calahan
      - Jaime Johnson
  
- Approve 2017-2018 Academic Calendar
  - Revisit discussion regarding a shorter school day for the 2019-2020 Academic Calendar

- Bill moves to approve the 2017-2018 Academic Calendar A, as well as the half day on the last day of school as suggested by Diana
- Matt seconds motion
- The motion to approve the 2017-2018 Academic Calendar A, and the half day on the last day of school is unanimously approved
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
  - Harvest Fest was a huge success- over 900 in attendance
  - Spirit Night at Coldstone- multiple teachers and staff participated
  - Sponsorship packages have been finalized
  - New playground equipment installed, funded by the 2016 Fun Run
- Community Events Committee (CEC) (written report submitted) – Ann Citrin
- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6)
  - Arts Committee (written report submitted – Bryan Molen
    - Discuss Arts Committee Organizational Concerns
      - Unlike the other subcommittees that were formed at the inception of BFA, when bylaws were established prior to the formation of the committee, the Arts committee was formed without previously determined bylaws/structure
      - It is the Board’s determination to dissolve the Arts Committee for the next couple of month’s until the Board can establish the bylaws and structure for the committee in conjunction with the Arts Program.
      - Once the bylaws and structure have been established, the Board will look to re-form the Arts Committee and hold new elections in Q1 of 2018
      - Bill moves to disband the Arts Committee until bylaws have been created and subsequently re-formed
      - Burgandy seconds the motion
      - The motion to disband the Arts Committee until further notice is unanimously approved
  - 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) (written report submitted) – Steve Haas
    - Review of Student Survey
      - The Survey will go out 10/18/2017
      - The results will be presented to the Board in the November meeting
        - Set aside 30 min for review
    - Review of SAC Bylaws
      - Board will review the bylaws of all subcommittees, and determine where ownership lies for future review
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor

- Technology Committee (written report submitted) (10 minutes) – Matt Keillor
- Finance Committee – Kent Barwind and Halsley Hoff
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
  - Diana, Kent and Halsley will draft a future growth plan on salaries in the budget to be reviewed and approved in the November Board meeting
  - Reviewed Working Budget—to be reviewed and put to a vote in the November Board meeting
- Board Evaluation Follow-up (10 Minutes) – Burgandy Hodge
- Board Training (20 minutes) – Burgandy Hodge
  - Module 22: Communication
  - Module 24: Effective Committees
  - Module 26: Parental Involvement
- Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
  - Review September 2017 Financials
  - The Finance Committee has reviewed and recommends approval of the September 2017 Financials.
  - Approve the September 2017 Financials.
    - Kent moves to approve the September 2017 Financials
    - Ann seconds motion
    - The motion to approve the September 2017 Financials are unanimously approved
  - Review the 2016- 2017 Financial Audit
    - Preliminarily approved
    - Formal vote to be held in November Board meeting
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Steve Haas
  - Environmental Education Policy – First Reading and Vote
    - Approve revised Environmental Education Policy
      - Bill moves to approve revised Environmental Education Policy
      - Bryan seconds motion
      - The revised Environmental Education Policy is unanimously approved
  - Document Retention Policy – First Reading and Vote
    - Approve revised Document Retention Policy
      - Moved to the Consent Agenda
- Follow-up Actions from Stakeholder Surveys (Parent, Teacher and Student)
  - Will schedule for the November Board meeting for more detailed conversation
- Legislative Update (5 minutes) – Steve Haas

- Review and Approve Principal Goals for 2017-2018 (10 Minutes) – Ann Citrin
  - Approve Principal Goals for 2017-2018
    - Bill moves to approve the Principal Goals for 2017-2018
    - Kent seconds motion
    - The motion regarding the Principal Goals for 2017-2018 is unanimously approved
- Board Responsibilities (5 Minutes) – Bill Castor
  - Bryan will work with Ann, Jaime and Ali to develop the Arts Committee bylaws for review and approval by the Board in the November meeting
  - Bryan will work to organize the Board Succession Committee (an Ad Hoc committee) prior to the November Board meeting
- Board Calendar (5 minutes) – Bill Castor
- Summary (5 minutes) – Bill Castor
- Calendar:
  - October 19: DCSD Board Candidate Forum (Thunder Gym)
  - October 19: PTO Meeting
  - October 25: Fifth Grade Musical
  - October 31: Halloween Parties
  - November 1: Middle School Drama & Percussion Concert
  - November 3: Professional Development Day - No School
  - November 10: Veterans Day Celebration
- Newsletter
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
  - Multi-Committee Meeting (to be scheduled)
  - Board Training: Module 9, 27 & 28 (Finance and Best Practices Focus)
- Adjourn
  - Bill moves to adjourn
  - Ann seconds the motion
  - The meeting is adjourned at 9:07 pm

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.