



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, DECEMBER 19, 2017

5:30 P.M. Board Meeting
Ben Franklin Academy - Dana 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 (18-19)
K	104	59
1	103	33
2	104	65
3	104	62
4	101	163
5	104	73
6	127	130
7	88	78
8	65	0
TOTAL	900	663

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

Current Fall 2019 Enrollment

*This is currently only open to BFA families. It will open to the public on Jan 17th.

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	8	0
TR AM 3	11	0
MWF AM 4	16	9
TR AM 4	16	2
MWF PM 4	3	0
TR PM 4	3	0

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

Others in Attendance: Diana Simpson (Principal), Kristin Goldberg (Pre-School) – arrived at 6:05pm; Katie Devlin (PTO Representative)

Bill calls meeting to order at 5:35pm

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

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the November 14, 2017 Board Meeting
 - Approve Assistance for Qualified Free and Reduced Lunch Recipients Policy
 - Bill moves to approve the consent agenda
 - Kent seconds motion
 - The Consent Agenda is unanimously approved

- Open Comments (3 minutes/person) – Bill Castor (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 Mountain Time on Tuesday, December 19, 2017, will be read at the meeting.

→ No comments submitted

Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:

→ The “A-Team” – follow-up on current status and any needs for arts programming – (no written report)

→ Board Succession Committee (10 Minutes) – Bryan Molen

- Discuss transition plans in more detail at the January meeting
- Bryan/Ann to send the matrix and review FAQ by December 31

→ Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge

→ Community Events Committee (CEC) (written report submitted) – Ann Citrin

→ 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

– SAC bylaws to be reviewed in January and brought to Board in February.

→ 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

- Finance Committee Updates

→ Review November 2017 Financials

→ The Finance Committee has reviewed and recommends approval of the November 2017 Financials.

→ Approve the November 2017 Financials.

→ Kent moves to approve the November 2017 Financials

→ Matt seconds motion

→ The motion to approve the November 2017 Financials is unanimously approved

- Treasurer’s Report (25 minutes) – Kent Barwind and Halsley Hoff (Strategic Plan Goals #2 and 6)

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

→ Carpool technology update

- Board Training (20 minutes) – Steve Haas
 - Module 19: Professional Development
 - Module 29: Needs Assessment
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Steve Haas
 - Review of Mobile Electronic Device Usage Policy – First Reading and Vote
 - Approve revised Mobile Electronic Device Usage Policy
 - Steve moves to approve the revised Mobile Electronic Device Usage Policy with the changes recommended by the Board
 - Burgandy seconds motion
 - The revised Mobile Electronic Device Usage Policy is unanimously approved subject to the changes recommended by the Board
- Student Data Privacy Policy (5 minutes) – Final Review - Matt Keillor
 - Will be voted upon in the January meeting
- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor
 - Assign Board representation at In-Service days
 - Record Volunteer Hours
 - Sunshine Laws
 - Training Modules (Online Education Requirement)
- Summary (5 minutes) – Bill Castor
- Calendar:

December 22:	Holiday Parties
December 23 – January 5 th	Winter Break
January 10	STEM Committee Mtg.
January 11	Finance Committee Mtg.
January 15	MLK Day (no school)
January 16	Board Mtg.
January 17	Ben Franklin Birthday Celebration
January 17	4 th Grade Musical
January 18	PTO Mtg.
January 19	Parents Night Out
- Newsletter
 - Board Communication Assignment (Update to Community About YTD Activities)
- Review Action Items
- Review Votes
- Review Future Board Agenda Items
 - Multi-Committee Meeting (to be scheduled)
 - Assign Responsible Board Member
 - Board Training: Modules 11 & 21 (Policy Dev. and Grant Writing)
 - Bryan will present the modules in January
- Adjourn

- Ann moves to adjourn
- Bill seconds the motion
- The meeting is adjourned at 7:45pm

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: 12/19/2017