



BOARD OF DIRECTORS  
MINUTES  
TUESDAY, FEBRUARY 20, 2018

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:**

<b>Grade</b>	<b>Enrolled</b>	<b>Projection 18-19</b>
K	103	104
1	103	104
2	104	104
3	104	104
4	101	104
5	104	104
6	127	104
7	87	124
8	65	83
<b>TOTAL</b>	<b>898</b>	<b>935</b>

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Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	13	0
MWF AM 4	16	31
TR AM 4	14	9
MWF PM 4	10	0
TR PM 4	12	0

Current Fall 2019 Enrollment

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	16	0
TR AM 3	16	2
MWF AM 4	16	21
TR AM 4	16	15
MWF PM 4	9	0
TR PM 4	9	0

**Board Directors Present:** Bill Castor (left at 7:55), Ann Citrin, Steve Haas, Matt Keillor and Burgandy Hodge

**Others in Attendance:** Diana Simpson (Principal), Kristin Goldberg (Pre-School); Aric Gomez (K-5 Asst. Principal), Jason Elliott (6-8 Asst. Principal), Leigh Savoy

Bill calls meeting to order at 5:36pm

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Bill 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 January Board Meeting
  - Approve Book Donation Policy
    - Bill moves to approve the Consent Agenda
    - Ann Citrin seconds motion
    - The Consent Agenda is unanimously approved
  
- Ms. Rooney's Shark Tank Presentations (30 Minutes)

- 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 Mountain Time on Tuesday, February 20, 2018, will be read at the meeting.
    - No comments submitted online or in person
  
- Parent Teacher Organization (PTO) Report (written report submitted) – Burgandy Hodge
  - The feeling is that the number of asks are increasing. Find out from the PTO if it has generated a proportional increase in funds collected.
  
- Board Committee Reports (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 45 Minutes:
  - Board Succession Committee (Written Report Submitted) (10 Minutes) – Bryan Molen
    - Timeline and document needs review
    - Review of status of nominations and next steps
  - Community Events Committee (CEC) (written report submitted) – Ann Citrin
  - Curriculum Committee (meets in Fall, Winter and Spring; written report submitted) – Bill Castor
  - Fundraising Committee (no written report submitted) – Kent Barwind
    - Concerns expressed about too many fundraisers and \$1 dress of choice days
  - Grant Committee (no written report submitted) – Steve Haas
  - School Accountability Committee (SAC) (written report submitted) – Steve Haas
    - Discuss SAC Bylaws
      - The draft was posted late without much opportunity for the Board to review. 30 minutes will be added on the March agenda to allow everyone a chance to review and discuss.
      - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
      - Technology Committee (written report submitted) (10 minutes) – Matt Keillor
      - Finance Committee – (written report submitted) Kent Barwind and Halsley Hoff
        - Due to the consistency of the finances and reporting, the finance committee will adjust their schedule to start meeting once every other month (instead of every month) unless conditions dictate otherwise.
  
- Finance Committee Updates
  - Review December 2017 and January 2018 Financials
  - The Finance Committee has reviewed and recommends approval of the December 2017 and January 2018 Financials.
  - Approve the December 2017 Financials.

- Kent moves to approve the December 2017 Financials
- Steve seconds motion
- The motion to approve the December 2017 Financials is unanimously approved
- Approve the January 2018 Financials.
  - Kent moves to approve the January 2017 Financials
  - Steve seconds motion
  - The motion to approve the January 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)
  - We will move forward with the Privacy slatting in the playground fencing as long as it doesn’t exceed the \$5300 proposed amount. Will discuss more in March
- Charter Contract Renewal
  - Formally Organize BFA Charter Contract Renewal Committee
  - Appointment of Committee Members and Roles:
    - Bill moves to form a BFA Charter Contract Renewal Committee
    - Kent seconds.
    - The BFA Charter Contract Renewal Committee is unanimously approved
    - Bill moves to name Ann Citrin as the Chair of the BFA Charter Contract Renewal Committee.
    - Steve seconds the motion
    - Ann Citrin is unanimously selected as the Chair of the BFA Charter Contract Renewal Committee.
- Board Training (10 minutes) – Matt Keillor
  - Module 05: Holding Productive Meetings
  - Module 30: Additional Best Practices
- Policy Review (Strategic Plan Goals #1-3 and 6) (20 minutes) – Steve Haas
  - Inventory Management Policy
    - Steve moves to approve the Inventory Management Policy
    - Burgandy seconds motion
    - The Inventory Management Policy is unanimously approved
  - Volunteer and Visitor Policy
    - Steve moves to approve the Volunteer and Visitor Policy
    - Matt seconds motion
    - The Volunteer and Visitor Policy is unanimously approved
- Legislative Update (5 minutes) – Steve Haas
- Board Responsibilities/Reminders (5 Minutes) – Bill Castor :

→ At the next board meeting must review: SAC Bylaws and Parent Survey, Teacher Survey, Budget & Board candidate Q & A at 5:00pm.

- Summary (5 minutes) – Bill Castor
- **Calendar:**

February 21	Spirit Night at Modern Market
February 22	SAC Meeting
February 22	Girls Basketball Semi-Finals/Finals (SkyView)
February 22	Ben’s Brigade Meeting
February 23/24	Seussical Musical Performances
February 27	Math Olympiad
March 2	Dress of Choice for AR Goal Reward
March 2	8 <sup>th</sup> Grade Social Studies Fair
March 5-9	Middle School Charity Week
March 6	CEC Meeting
March 7	STEM Committee Meeting
March 7	Kindergarten Musical
March 8	Finance Committee Meeting
March 9	Parents Night Out
March 13	Next Board meeting
- Review Action Items
- Review Future Board Agenda Items
  - Multi-Committee Meeting (to be scheduled)
    - Assign Responsible Board Member
  - Board Training: Modules
    - Board recommends to review modules on their own due to the anticipated length of the March meeting
- Adjourn
  - Ann moves to adjourn
  - Burgandy seconds the motion
  - The meeting is adjourned at 8:14pm

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: 2/21/2018