



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, MAY 15, 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:

| Grade | Enrolled | Projection 18-19 |
|--------------|-----------------|-------------------------|
| K | 103 | 104 |
| 1 | 103 | 104 |
| 2 | 103 | 104 |
| 3 | 104 | 104 |
| 4 | 101 | 104 |
| 5 | 103 | 104 |
| 6 | 127 | 104 |
| 7 | 87 | 124 |
| 8 | 64 | 83 |
| TOTAL | 898 | 935 |

| 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 | 8 | 0 |
| TR PM 4 | 9 | 0 |

Board Directors Present: Ann Citrin, Kent Barwind, Matt Keillor, Burgandy Hodge, Bill Castor (phone)

Others in Attendance: Diana Simpson (Principal), Kristin Goldberg (Pre-School), Aric Gomez (Elementary School Principal), Courtney Jurbala (Director elect), Halsley Hoff, Michelle Bynum, Becky Mullen, Vince Molieri (STEM Committee Co-Chair), Sarah Nesbit (SAC Committee)

Ann calls meeting to order at 5:35pm

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

- Consent Agenda (2 minutes) – Ann Citrin
 - Approve the Minutes from the April 17, 2018 Board Meeting
 - Approve the Minutes from the April 20, 2018 Special Board Meeting
 - Review of Book Donation Policy
 - Matt moves to approve the Consent Agenda
 - Kent seconds the motion
 - The motion to approve the Consent Agenda is unanimously approved

- Open Comments (3 minutes/person) – Bryan Molen
 - 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, May 15, 2018, will be read at the meeting.
 - No comments submitted online or in person

- Charter Contract Renewal (5 Minutes) – Ann Citrin (Strategic Plan Goals #3 & 6)
 - Update from Contract Renewal Committee
 - Discussion and first reading of Board Decision Making Process
 - The Board is happy with the decision making process and does not desire to establish a specific policy
 - Discussion re: 5 year plan: new bubble class? Changes to facility? Amendments to charter?
- Parent Teacher Organization (PTO) Report (written report submitted) (10 minutes) – Burgandy Hodge
 - Review 2018-2019 Events Calendar
 - The Board is good with the proposed 2018-2019 Events Calendar
 - The Board will vote for approval at the June Board Retreat
- Board Committee Reports (written reports submitted, as indicated) (25 minutes)
 - Community Events Committee (CEC) (written report submitted) (5 minutes) – Ann Citrin
 - CEC chairperson will not change for 2018 - 2019 (2nd year of a 2 year term)
 - Curriculum Committee (written report submitted)
 - Diana submitted a recommendation to change the math curriculum for 8th grade on a trial basis
 - Finance Committee (written report to be submitted) (see Treasurer’s Report) (5 minutes) – Kent Barwind
 - Approve Committee Chair for FY2018-2019
 - Kent moves to approve Roger Nagel as the Committee Chair for FY2018-2019
 - Burgandy seconds motion
 - The motion to approve Roger Nagel as the Committee Chair for FY2018-2019 is unanimously approved
 - Fundraising Committee (no written report submitted)
 - Grant Committee (no report at this time)
 - School Accountability Committee (SAC) (written report to be submitted) – Steve
 - Review revised SAC Bylaws
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report to be submitted) (25 minutes) – Matt
 - State of STEM
 - Issues with ability to provide staff and volunteers for science fair
 - Discussion as to whether we should continue conducting the science fair
 - Will discuss ideas around improving volunteer participation in more detail at the June Board retreat
 - Approve Committee Chair for FY2018-2019
 - Matt moves to approve Vince Molieri as the Committee Chair for FY2018-2019
 - Bryan seconds motion
 - The motion to approve Vince Molieri as the Committee Chair for FY2018-2019 is unanimously approved

- Technology Committee (report submitted) – Matt
- Treasurer’s Report (10 minutes) – Kent Barwind
 - The Finance Committee has reviewed and recommends approval of the resolution the re: Budget Appropriation for FY2018-2019.
 - Approve the Budget Appropriation Resolution for FY2018-2019
 - Kent moves to approve the Budget Appropriation Resolution for FY2018-2019
 - Ann seconds motion
 - The motion to approve the Budget Appropriation Resolution for FY2018-2019 is unanimously approved
 - Review April 2018 Financials
 - The Finance Committee has reviewed and recommends approval of the April 2018 Financials.
 - Approve the April 2018 Financials
 - Kent moves to approve the April 2018 Financials
 - Matt seconds motion
 - The motion to approve the April 2018 Financials is unanimously approved
- Principal’s Report (30 minutes) – Diana
 - Discussed whether BFA should initiate another bubble class
 - The decision was made to not initiate a bubble class
 - The Board will revisit issue as needed
- Review and Vote on Revised Adopted Budget for 2018-19
 - Bryan moves to approve the Revised Adopted Budget for 2018-19
 - Kent seconds motion
 - The motion to approve the Revised Adopted Budget for 2018-19 is unanimously approved
- Strategic Plan (10 minutes) – Bryan Molen
 - Review Revised Strategic Plan
 - The Board agreed to the revised strategic plan
 - A clean version will be provided for a board vote and approval in the June Board retreat
- Policy review – Book Donation Policy
 - The review of the Book Donation policy was moved to the Consent Agenda
- Ben Franklin Academy Charter School Board Director Agreement and Board Director Certification Form – First Reading and Vote (5 minutes) – Ann Citrin
 - Approve Ben Franklin Academy Charter School Board Director Agreement
 - Ann moves to approve the Ben Franklin Academy Charter School Board Director Agreement with no changes
 - Matt seconds the motion
 - The motion to approve the Ben Franklin Academy Charter School Board Director Agreement is unanimously approved
- Approve Ben Franklin Academy Charter School Board Director Certification Form
 - Bryan moves to approve the Ben Franklin Academy Charter School Board Director Certification Form with no changes
 - Kent seconds the motion

- The motion to approve the Ben Franklin Academy Charter School Board Director Certification Form is unanimously approved
- Approve Independent Attorney-of-record – Ann Citrin
 - Ann moves to approve the Independent Attorney-of-Record Barry Arrington
 - Burgandy seconds the motion
 - The motion to approve the Independent Attorney-of-Record Barry Arrington is unanimously approved
- Legislative Update (5 minutes) – Steve
- Board Training (8 minutes) – Kent
 - Module 06: Promoting the Vision and Mission
 - Module 17: Sunshine Law
- Board Working Meeting/Retreat (15 minutes) – Bill Castor/Ann Citrin
 - Identify Agenda Items and Assignments
 - Assign Board Self-Evaluation Responsibility
 - Bill will take responsibility for the Board Self-Evaluation and compiling the results
 - The agenda will be compiled with those items identified above in addition to the other items to be included in the retreat
- Convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters – (45 Minutes).
 - Matt moves to convene into executive session 9:36pm
 - Bryan seconds the motion
 - The motion to convene is unanimously approved
 - A roll call vote was taken
 - Ann moves to reconvene into regular session
 - Matt seconds the motion
 - The motion to convene is unanimously approved
 - Roll call was taken
 - The executive session ended at 10:23pm
 - No votes were taken
- Summary (5 minutes) – Bill Castor
 - Calendar:
 - May 19: Board/Staff Dinner
 - May 24: Eighth Grade Graduation, 6:30 p.m.
 - May 25: Last Day of School
 - June 25: Board Retreat/Working Meeting
 - August 15: First Day of School
 - September 1: Charter Renewal Application Due
 - Review Action Items: 8th Grade Graduation Thank You Notes
 - Review Votes
 - Assign Newsletter Item
 - Review Future Board Agenda Items
 - Standards/Guidelines for Committee Budgeting and Consultant Fees

- Identify Action Items for Parent Satisfaction, Student Satisfaction and Teacher Satisfaction Surveys
 - Approve Revised Strategic Plan
 - Board Training: Finances and Best Practices (sign Board Director Agreements/Conflict of Interest Forms)
 - Policy Review: Employee Dress Policy; Field Trip Policy; Non-Discrimination Policy; Student Discipline Policy
 - Board Evaluation
 - Committee Year-End Reports
 - Review and Approve Revised Board Calendar
 - Resolution re Officers and Directors
 - Review Student Satisfaction Survey results
 - Approve proposed Technology Plan
- Adjourn
 - Ann moves to adjourn
 - Burgandy seconds the motion
 - Kent opposed the motion
 - The meeting is adjourned at 10:36pm

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: 5/18/2018