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BOARD OF DIRECTORS  
RETREAT/WORKING MEETING AGENDA  
MONDAY, JUNE 25, 2018

8:30 AM – 4:00 PM

Dana Library - Ben Franklin Academy

*Due to the length of the retreat/working meeting,  
it will not be broadcasted via telephone conference line.*

**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.

- **8:30 a.m.** Opening (5 minutes) – Bill Castor
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
    - Amend/Approve Agenda
  
  - Consent Agenda (2 minutes) – Bill Castor
    - Approve Minutes from the May 15, 2018 Board Meeting
    - Approve Minutes from the May 18, 2018 Special Board Meeting
    - Field Trip Policy (No Changes)
    - Non-Discrimination Policy (No Changes)
  
  - Open Comments (3 minutes/person) – Bill Castor
    - 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 Sunday, June 24, 2018, will be read at the meeting.
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# BEN FRANKLIN ACADEMY

- Selection and Approval of Board Officers and Committee Assignments for FY2018 -2019 (15 minutes) – Bill Castor
  - Approval of Board Vice President
  - Approval of Board Secretary
  - Selection of Committee Assignments
- Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) – Bill Castor
- Sign Board Director Agreements/Conflict of Interest Forms (5 minutes) – Bill Castor
- Principal’s Report (60 minutes) – Diana Simpson
  - Update on Greenhouse
  - Initiatives for 2018-2019 School Year
- Legislative Update (5 minutes) – Steve Haas
- School Accountability Committee (SAC) Summary of Student Survey Results (30 minutes)
- Review of Charter Renewal Draft – Ann Citrin (45 Minutes)
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session) (45 minutes) – Bill Castor
  - Move to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (Diana Simpson invited)
- Principal Evaluation and Compensation (10 minutes) – Bill Castor
  - Discussion and Vote on Principal Bonus for 2018-2019
- **12:00 p.m – 1:30 p.m. Lunch**
- Principal Evaluation and Compensation (20 minutes) – Ann Citrin
  - Discuss and Approve Principal Goals for 2018-2019
  - Discuss and Approve 2018-2019 Principal Evaluation Form and Performance Matrices
  - Discuss and Approve Schedule for Periodic, Formal Principal Feedback Sessions
- Board Evaluation/Goal Setting (30 minutes) – Bill Castor
  - Board Self-Evaluation Results
  - Discussion Regarding Board Responsibilities
  - Goal Setting
- Technology Report (30 Minutes) – Matt Keillor/Beth Konesky
- Board Training (10 minutes) – Bryan Molen
  - Review Training Calendar and Module Process
- Ideas for encouraging greater volunteer participation
- Board Attendance at Teacher In-Service/Training (5 minutes) – Bill Castor
- **BREAK**

# BEN FRANKLIN ACADEMY

- Parent-Teacher Organization (PTO) Year-End Report (written report submitted)
- Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
  - Arts Committee (written report to be submitted)
  - Facility Committee (written report to be submitted)
  - Finance Committee June Report (written report to be submitted)
  - Fundraising Committee (written report to be submitted) – Kent Barwind
  - Grant Committee (written report submitted)
  - Community Events Committee (CEC) (written report submitted)
  - School Accountability Committee (SAC) (written report submitted)
  - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
    - Review/Approve Budget
    - Discuss potential improvements to Science Fair format
- Succession Committee (written report to be submitted) (5 minutes) – Bryan Molen
- Technology Committee (no report)
- Curriculum Committee (No written report submitted – provided at May meeting)
  
- Vote on Revised SAC Bylaws
  
- Review and Approval of Strategic Plan (15 minutes) – Bryan Molen
  - Review Strategic Plan
  - Approve Strategic Plan
  
- Treasurer’s Report (20 minutes) – Steve Haas
  - Review 2017-2018 Financials/Budget to Actual to Date
  
- Policy Review (5 minutes) – Steve
  - Employee Dress Policy
    - Review and approve Employee Dress Policy
  - Student Discipline Policy
    - Review and approve revised Student Discipline Policy
  
- Stakeholder Surveys (45 minutes) – Bill Castor
  - Identify Action Items from Parent Satisfaction Survey
  - Identify Action Items from Teacher Survey
  - Identify Action Items from Student Survey
  
- Review of Carpool (10 minutes) – Burgandy Hodge
  
- Review and Approve Board Calendar (15 minutes) – Bill Castor
  
- Summary
  - Calendar:
    - August 9 - 11: Registration
    - August 14: Meet and Greet
    - August 14: CEC Summer Picnic – Civic Green Park
    - August 15: Board Meeting
    - August 16: First Day of School

# BEN FRANKLIN ACADEMY

- Newsletter: Year in Review/Introduction from Principal in June; State of BFA in July from Board
- Review Action Items
- Review Votes
- Review Future Agenda Items
- **4:00 p.m.** Adjourn

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.

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Date Modified: 6/22/18