



BOARD OF DIRECTORS
RETREAT/WORKING MEETING
MINUTES
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.

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	121
8	64	80
TOTAL	898	929

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: Bill Castor, Ann Citrin, Bryan Molen, Courtney Jurbala, Matt Keillor, Burgandy Hodge, Steve Haas

Others in Attendance: Diana Simpson (Principal), Josh Rau (Middle School Principal)

Bill calls meeting to order at 8:38am

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

- 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)
 - Bill moves to approve the consent agenda
 - Ann seconds the motion
 - The motion to approve the consent agenda is unanimously approved

- 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.
 - No comments submitted online or in person

- Selection and Approval of Board Officers and Committee Assignments for FY2018 -2019 (15 minutes) – Bill Castor
 - Approval of Board Vice President
 - Bill moves to approve Ann Citrin for Board Vice President
 - Burgandy seconds the motion
 - The motion to approve Ann Citrin for Board Vice President is unanimously approved

- Approval of Board Secretary
 - Bill moves to approve Bryan Molen for Board Secretary
 - Burgandy seconds the motion
 - The motion to approve Bryan Molen for Board Secretary is unanimously approved

- Selection of Committee Assignments
 - Burgandy Hodge - Board Succession Committee
 - Ann Citrin - Community Events Committee (CEC)
 - Burgandy Hodge - Parent Teacher Organization (PTO)
 - Bill Castor - Curriculum Committee
 - Steve Haas - Fundraising Committee
 - Steve Haas - Grant Committee
 - Courtney Jurbala - School Accountability Committee (SAC)
 - Matt Keillor - Science, Technology, Engineering and Mathematics (STEM)
 - Matt Keillor - Technology Committee
 - Steve Haas - Finance Committee

- Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) – Bill Castor
 - Bill moves to approve the Board Resolution re: Officers and Directors
 - Ann seconds motion
 - The motion to approve the Board Resolution re: Officers and Directors is unanimously approved

- 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
 - See report for detail

- Legislative Update (5 minutes) – Steve Haas

- School Accountability Committee (SAC) Summary of Student Survey Results (30 minutes)
 - Will take all survey results into consideration
 - Will investigate comments relative to bullying
 - Will follow up with any students who have indicated they do not feel safe
 - Goal to maintain/improve results from the Spring and Fall survey results for the 2018-2019 school year

- Review of Charter Renewal Draft – Ann Citrin (45 Minutes)
 - Working on compiling all necessary information
 - Constructing the application with the 20 page requirement
 - Firming up information relative to the appendix documents in conjunction with the rubric and application
 - Aiming to have application mostly completed, along with the necessary appendices by July 25 for review by the Board
 - Final draft to be prepared by August for review by the Board at the August Board meeting for final approval
 - Submission to DCSD by September deadline

- Site visit will occur in October
- 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)
 - Bill moves to convene into executive session 11:57 am
 - Matt seconds the motion
 - The motion to convene is unanimously approved
 - Roll call was taken
 - Bill moves to reconvene into regular session
 - Ann seconds the motion
 - The motion to convene is unanimously approved
 - Roll call was taken
 - The executive session ended at 12:06 pm
 - No votes were taken
- Principal Evaluation and Compensation (10 minutes) – Bill Castor
 - Discussion and Vote on Principal Salary for 2018-2019
 - Bill moves to approve a 4% increase in Principal Salary for 2018-2019
 - Ann seconds motion
 - The motion to approve a 4% increase in Principal Salary for 2018-2019 for is unanimously approved
- **12:00p.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
 - Will be reviewed and re-worked
 - Provided by August board meeting
 - Consensus is to leave the evaluation form as is, but will change the performance scorecard
 - Principal will present in April and the Board will evaluate in May for a prudent practice moving forward
 - Discuss and Approve Schedule for Periodic, Formal Principal Feedback Sessions
 - Decision made to schedule periodic, formal principal feedback sessions every other month, beginning 09/01/2018
- 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
 - Discussions around the upgrade of equipment
 - Discussions regarding the money allocated for the upgrading of equipment versus the use of some of those funds for operational improvement

- Meeting to take place between Diana, Josh, Aric and Beth to discuss the use of technology, the need for training for faculty to ensure maximum use of the technology provided and the need for additional technology
- Board Training (10 minutes) – Bryan Molen
 - Review Training Calendar and Module Process
 - Revisions made by Board
 - Will review and approve the training calendar in August Board meeting
- Ideas for encouraging greater volunteer participation
 - Discussion tabled until August board meeting
- Board Attendance at Teacher In-Service/Training (5 minutes) – Bill Castor
 - 08/07/2018 - Bill and Steve
 - 09/21/2018 - Ann and Burgandy
 - 11/02/2018 - Matt and Bryan
 - 04/19/2019 - Bill and Courtney
- **BREAK**
- Parent-Teacher Organization (PTO) Year-End Report (written report submitted)
- Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
 - Facility Committee (written report to be submitted)
 - Finance Committee June Report (written report to be submitted)
 - Fundraising Committee (written report to be submitted) – Steve Haas
 - Grant Committee (written report submitted)
 - Community Events Committee (CEC) (no written report)
 - School Accountability Committee (SAC) (written report submitted)
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted)
 - Review/Approve Budget
 - Matt moves to approve the 2018-2019 budget for STEM
 - Burgandy seconds the motion
 - The motion to approve the 2018-2019 budget for STEM is unanimously approved
 - Discuss potential improvements to Science Fair format
- Succession Committee (no written report)
- Technology Committee (no written report)
- Curriculum Committee (no written report)
- Vote on Revised SAC Bylaws
 - Steve moves to approve the revised SAC bylaws pending the additional changes made by the Board
 - Bryan seconds motion
 - The motion to approve the revised SAC bylaws pending the additional changes made by the Board is unanimously approved
- Review and Approval of Strategic Plan (15 minutes) – Bryan Molen
 - Review Strategic Plan
 - Approve Strategic Plan

BEN FRANKLIN ACADEMY

- Bryan moves to approve the Strategic Plan
- Matt seconds motion
- The motion to approve the Strategic Plan is unanimously approved
- Treasurer's Report (20 minutes) – Steve Haas
 - Review 2017-2018 Financials/Budget to Actual to Date
- Policy Review (5 minutes) – Steve Haas
 - Employee Dress Policy
 - Review and approve Employee Dress Policy
 - Bryan moves to approve the Employee Dress Policy
 - Steve seconds motion
 - The motion to approve the Employee Dress Policy is unanimously approved
 - Student Discipline Policy
 - Review and approve revised Student Discipline Policy
 - Bryan moves to approve the Student Discipline Policy
 - Steve seconds motion
 - The motion to approve the Student Discipline Policy is unanimously approved
- 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
 - Bill will review and make recommendations for the August Board meeting
- Review of Carpool (10 minutes) – Burgandy Hodge
- Review and Approve Board Calendar (15 minutes) – Bill Castor
 - Bryan moves to approve the 2018-2019 Board Calendar
 - Bill seconds motion
 - The motion to approve the 2018-2019 Board Calendar is unanimously approved
- Summary
 - Calendar:
 - August 9 - 11: Registration
 - August 14: Meet and Greets
 - August 14: CEC Summer Picnic – Civic Green Park
 - August 15: First Day of School
 - August 21: Board Meeting
- 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

- Adjourn
 - Bill moves to adjourn
 - Burgandy seconds the motion
 - The meeting is adjourned at 4:41pm

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: 8/18/18