



BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, AUGUST 21, 2018

5:30 P.M. Board Meeting
Ben Franklin Academy - 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
K	102	3
1	104	5
2	103	35
3	104	62
4	104	155
5	104	76
6	104	109
7	119	0
8	79	1
TOTAL	923	445

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	9	0

There is a potential of 3 new enrollments this week!

Board Directors Present: Ann Citrin, Bryan Molen, Courtney Jurbala, Matt Keillor, Burgandy Hodge, Steve Haas, Bill Castor (via phone)

Others in Attendance: Diana Simpson (Principal), Josh Rau (Middle School Principal), Aric Gomez (Elementary School Principal), Kristin Goldberg (Pre-School), Halsley Hoff (Business Manager)

Ann calls meeting to order at 5:45pm

- Opening (5 minutes)
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Ann moves to amend the agenda to permit a vote to submit the charter renewal application
 - Steve seconds the motion
 - The motion to amend the agenda is unanimously approved
 - Bryan moves to approve the amended agenda
 - Ann seconds the motion
 - The motion to approve the agenda is unanimously approved
- Consent Agenda (2 minutes) – Ann Citrin
 - Approve Minutes from the June 25, 2018 Board Retreat/Working Meeting
 - Ann moves to approve the consent agenda
 - Steve seconds the motion
 - The motion to approve the consent agenda is unanimously approved
- 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 on Tuesday, August 21, 2018, will be read at the meeting.
 - No comments submitted online
 - Email received from Tom Devlin regarding an issue with the trash and subsequent email with Diana on this issue
- Parent Teacher Organization (PTO) Report (no written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge

- Community Events Committee (CEC) (written report submitted) – Ann Citrin
- Board Committee Reports (10 minutes) (written reports submitted, as indicated) (Strategic Plan Goals #1-3 and 6) – 30 Minutes
 - Curriculum Committee (meets in Fall, Winter and Spring; no written report submitted) – Bill Castor
 - Fundraising Committee (written report submitted) – Steve Haas
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (no written report this month; first meeting later this month) – Courtney
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor
 - Technology Committee (written report submitted) (10 minutes) – Matt Keillor
 - Nothing to report; Matt yields back time
 - Finance Committee End-of-the-Year and August Reports (written reports to be submitted) (see Treasurer’s Report) – Steve Haas and Halsley Hoff
- Treasurer’s Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Kindergarten and 1st waiting list numbers significantly down from previous years—possibly due to scrubbing of list
 - Projects around school underway
 - Diana to follow up with Monty regarding the hands-free faucets and soap dispensers that were to be installed over the summer
 - Discussion around issues of volunteerism
 - A number of ideas offered up by board
 - Bryan will draft a board response for the August newsletter around this topic
 - Board supports proposal around requirements for 8th grade participation in graduation ceremony
 - Data around testing and ranking is good, but there is room for continuous improvement
- CEC/School Marquee events
- Board Training (30 minutes) – Courtney
 - Module 20: Renewal and Accreditation
 - Module 23: Charter Schools Act
 - Module 14: Charter School Waivers
- Charter Contract Renewal Draft Review & Comment - Ann
 - Agenda amended to allow vote for the submission of the charter renewal application
 - Bryan moves to approve the submission of the charter renewal application
 - Courtney seconds the motion
 - The motion to approve the submission of the charter renewal application is unanimously approved

- Finance Committee Updates
 - Review May, June, and July Financials
 - The Finance Committee has reviewed and recommends approval of the May, June, and July 2018 Financials.
 - Approve the May 2018 Financials.
 - Steve moves to approve the May 2018 Financials
 - Burgandy seconds motion
 - The motion to approve the May 2018 Financials is unanimously approved
 - Approve the June 2018 Financials.
 - Steve moves to approve the June 2018 Financials
 - Burgandy seconds motion
 - The motion to approve the June 2018 Financials is unanimously approved
 - Approve the July 2018 Financials.
 - Bryan moves to approve the July 2018 Financials
 - Burgandy seconds motion
 - The motion to approve the July 2018 Financials is unanimously approved
- Review 2017-2018 Financials/Budget to Actual - Steve
 - Review 4th Quarter/Year-End Financials
- Review/Renewal of Insurance – Bryan Molen
 - Move renewal discussions to March
 - Broker RFP to be conducted in November of 2018
 - Selection of Broker by January of 2019
 - Bryan will be leading these efforts in conjunction with Halsley and Diana
- Review and approve Code of Ethics – Bryan Molen
 - Bryan moves to approve the Code of Ethics
 - Matt seconds motion
 - The motion to approve the Code of Ethics is unanimously approved
- Legislative Update (5 minutes) – Steve Haas
- Review and Approve Principal Goals for 2018-2019 – Ann Citrin
 - Bryan moves to approve the Principal Goals for 2018-2019 with the agreed upon changes
 - Steve seconds motion
 - The motion to approve the Principal Goals for 2018-2019 with agreed upon changes is unanimously approved
- Review and Approve Principal Evaluation Matrices for 2018 - 2019 – Ann Citrin
 - Ann moves to approve the Principal Evaluation Matrices for 2018 - 2019
 - Courtney seconds motion
 - The motion to approve the Principal Evaluation Matrices for 2018 - 2019 is unanimously approved

- Discuss Follow-up Actions from Stakeholder Surveys (Parent, Teacher and Student) – Ann
- Approve Current BFA Policies:
 - Conflict Resolution Policy
 - Policy reviewed, no changes
 - Credit Card Processing Policy
 - Policy reviewed, no changes
 - Facility Use Policy
 - Ann moves to approve the Facility Use Policy with revisions
 - Courtney seconds motion
 - The motion to approve the Facility Use Policy with revisions is unanimously approved
 - Grading Policy
 - Policy reviewed, no changes
 - Homework Policy
 - Policy reviewed, no changes
 - Meta Policy
 - Policy reviewed, no changes
 - Traffic and Parking Management Policy
 - Ann moves to approve the Traffic and Parking Management Policy with revisions
 - Courtney seconds motion
 - The motion to approve the Traffic and Parking Management Policy with revisions is unanimously approved
 - Field Trip Policy
 - Policy reviewed, no changes
 - Mobile Electronic Device Usage Policy
 - Ann moves to approve the Mobile Electronic Device Usage Policy with revisions
 - Steve seconds motion
 - The motion to approve the Mobile Electronic Device Usage Policy with revisions is unanimously approved
- Board Responsibilities (15 minutes) – Ann
 - September 21 In-Service (Ann & Burgandy)
- Board Calendar (5 minutes) – Ann
- Summary (5 minutes) – Ann
- Calendar:
 - August 22: PTO Meeting
 - August 23: SAC Meeting
 - August 28: Spirit Night – Bahama Buck’s
 - August 29: Back to School Night (K-4)
 - August 30: Back to School Night (5-8)
 - September 3: No School (Labor Day)
 - September 4: STEM Committee Meeting
 - September 11: Board Meeting
- Newsletter

- Review Action Items
- Review Votes
- Adjourn
 - Ann moves to adjourn the meeting at 10:50pm
 - Steve seconds motion
 - The motion is unanimously approved

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: 8/22/2018