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BOARD OF DIRECTORS  
MEETING AGENDA  
TUESDAY, SEPTEMBER 11, 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>Preschool Class</b>	<b>Enrollment/16</b>	<b>Waitlist</b>
MWF AM 3	15	0
TR AM 3	12	0
MWF AM 4	16	31
TR AM 4	14	9
MWF PM 4	10	0
TR PM 4	11	0

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# BEN FRANKLIN ACADEMY

<b>Grade</b>	<b>Enrolled</b>	<b>Waitlist</b>
K	102	3
1	104	5
2	104	35
3	104	62
4	104	155
5	104	76
6	104	109
7	119	0
8	78	1
<b>TOTAL</b>	<b>923</b>	<b>445</b>

**Board Directors Present:** Bill Castor, Ann Citrin, Bryan Molen, Courtney Jurbala, Burgandy Hodge, Steve Haas

**Others in Attendance:** Diana Simpson (Principal), Halsley Hoff (Business Manager), Paige Brock, Michelle Bynum, Molly Anderson (PTO), Lisa Fisher

Bill calls meeting to order at 5:34pm

- Opening (5 minutes)
  - Welcome/Announcements
  - Mission/Vision
  - Pledge of Allegiance
  - Amend/Approve Agenda
    - Bryan moves to approve the agenda
    - Steve seconds the motion
    - The motion to approve the agenda is unanimously approved
  
- Consent Agenda (2 minutes) – Bill Castor
  - Approve Minutes from the August 21, 2018 Board Meeting
    - Steve moves to approve the consent agenda
    - Burgandy seconds the motion
    - The motion to approve the consent agenda is unanimously approved
  
- Recognition of Key Contributors (5 Minutes) – Bill Castor
  
- 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, September 11, 2018, will be read at the meeting.
    - No comments submitted

- Consider Resolution to Support DCSD MLO/Bond Issue (20 Minutes) – Bill
  - Vote on Resolution (Draft provided)
    - The decision was made unanimously by the board to abstain from voting on this resolution at this time
    - The Board has decided to maintain a position of silence on this issue with the intention of remaining neutral and apolitical
  
- Parent Teacher Organization (PTO) Report (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) (written report this month; first meeting later this month) – Courtney
  - Science, Technology, Engineering and Mathematics (STEM) Committee (no written report submitted) – Matt Keillor
  - Technology Committee (no written report submitted) (10 minutes) – Matt Keillor
  - 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)
  
- Finance Committee Updates
  - Review August Financials
  - The Finance Committee has reviewed and recommends approval of the August 2018 Financial Reports.
    - Approve the August 2018 Financial Reports
      - Bryan moves to approve the August 2018 Financials
      - Bill seconds motion
      - The motion to approve the August 2018 Financials is unanimously approved
  
- Principal’s Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)

# BEN FRANKLIN ACADEMY

- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney
  - Enrollment Policy
    - Approve Revised Enrollment Policy
      - Bill moves to approve the revised Enrollment Policy
      - Ann seconds motion
      - The motion to approve the revised Enrollment Policy is unanimously approved
  - Student Attendance Policy
    - Approve Revised Student Attendance Policy
      - Bryan moves to approve the revised Student Attendance Policy
      - Courtney seconds motion
      - The motion to approve the revised Student Attendance Policy is unanimously approved
  - Board of Directors Conflict of Interest Policy
    - Approve Revised Board of Directors Conflict of Interest Policy
      - Policy reviewed by the Board; no changes made
- Board Training (30 minutes) – Bill
  - Module 15: Data Driven Decisions
  - Module 16: Accountability and Program Assessment
- Update on Charter Contract Renewal (if any) - Ann
- Board Succession Planning – Bryan
  - Burgandy and Bryan setting a time to meet to discuss next steps
- Board Responsibilities (15 minutes) – Bill
  - September 21 In-Service (Ann & Burgandy)
  - Next Board newsletter contributor
    - Steve will write for September
    - Matt will write for October
  - Schedule Board classroom visits
- October Board Training:
  - Module 22: Communication
  - Module 24: Effective Committees
  - Module 26: Parental Involvement
  - Matt will conduct the training
- Board Calendar (5 minutes) – Bill
- Summary (5 minutes) – Bill
- Calendar:
  - September 12: Goodies with Grandparents
  - September 15: Harvest Festival
  - September 18: Picture Retake Day

# BEN FRANKLIN ACADEMY

September 19: PTO Meeting  
September 20: Dress of Choice  
September 21: Teacher In-Service  
September 26: Spirit Night – Cold Stone  
September 28: STEAM Expo  
October 4: Parent – Teacher Conferences  
October 5: Comp. Day  
October 8 – 12: Fall Break

- Review Action Items
- Review Votes
- Adjourn
  - Bill moves to adjourn the meeting at 8:20pm
  - 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.

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