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BOARD OF DIRECTORS
MEETING AGENDA
TUESDAY, OCTOBER 16, 2018

5:30 P.M. Board Meeting

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	Budgeted
K	103	104
1	104	104
2	104	104
3	104	104
4	104	104
5	104	104
6	104	104
7	119	115
8	78	80
TOTAL	924	923

Preschool Class	Enrollment/16	Waitlist
MWF AM 3	15	0
TR AM 3	12	0

Board Directors Present: Bill Castor, Ann Citrin, Courtney Jurbala, Burgandy Hodge, Matt Keillor

Others in Attendance: Diana Simpson (Principal), Aric Gomez (Elementary School Principal), Kristin Goldberg (Pre-School), Halsley Hoff (Business Manager), Julia Porterfield (PTO), Kristen Goldberg, Jessica Grund, Leigh Savoy, Shelly Steele & Aric Gomez

Bill calls meeting to order at 5:33pm

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

- Consent Agenda (2 minutes) – Bill Castor
 - Approve Minutes from the September 11th Board Meeting
 - Bill moves to approve the consent agenda
 - Burgandy seconds the motion
 - The motion to approve the consent agenda is unanimously approved

- Open Comments (3 minutes/person) – Bill Castor (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, October 16, 2018, will be read at the meeting.
 - No online comments were submitted.
 - Jessica Grund: re Max Tap Spirit Night Fundraising concern. She asked about a policy that would address that says spirit night can't be held at an establishment that has alcohol. Ann addressed the concern on behalf of the Fundraising Committee, who unanimously voted not to approve the event as a "Spirit Night". Jessica believed she received approval when she got a message from Michelle Bynum that said "confirmed". The message actually confirmed that Michelle had added it to the calendar. The process appears to be unclear, as does the understanding of the type of establishment "Max Taps" represents, which may have also contributed to the event being declined. The Board thanked Jessica for her significant contribution as a volunteer and encouraged her to try the approval of this event with the appropriate approvals in place before the commitment is made to the establishment. PTO has added this concern to their Executive Agenda and plans to implement a clearly defined process.

- Principal's Report (45 minutes) – Diana Simpson (Strategic Plan Goals #1-6)
 - Initial review of 2018-2019 Academic Calendar options
 - This year our UIP will focus on our students with Disabilities. This year we had students that did not receive "Meets Expectations" on our Performance Framework. In previous years we did not have enough students to rank.

- There are currently 4 MS Science teacher applicants under consideration to replace Johnathan Emmons
- We will have a table at the Charter School Showcase fair in Parker
- All of the touch-free faucets have been installed
- Anchor door stops have been installed
- New signs have been ordered to address the flow of traffic on BFA property
- 3 potential Academic Calendars were proposed for consideration. Diana will review with the teachers and staff and provide feedback relative to their preferences for the Board's consideration/approval at the November meeting.
- Parent Teacher Organization (PTO) Report (written report submitted) (Strategic Plan Goal #3) – Burgandy Hodge
 - This year we have the largest number of sponsors and donations
 - There were 26 students interested in participating in the Student Council. Since there were 26 openings, there was no election held and all of them will participate.
 - Bill proposed that we integrate Student Council participation into some of the upcoming board meetings
- Community Events Committee (CEC) (no 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 (no written report submitted) – Steve Haas
 - Grant Committee (no written report submitted) – Steve Haas
 - School Accountability Committee (SAC) (written report submitted) – Courtney
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) – Matt Keillor No written report submitted. 2nd Place trophy presented
 - Technology Committee (written report submitted) (10 minutes) – Matt Keillor – Request for speakers to be added to the outside of the building towards the field
- Treasurer's Report (25 minutes) – Steve Haas and Halsley Hoff (Strategic Plan Goals #2 and 6)
- Finance Committee Updates
 - Review September Financials (request to add the Budget to the meeting next month)

- The Finance Committee has reviewed and recommends approval of the September 2018 Financial Reports.
 - Approve the September 2018 Financial Reports
 - Bill moves to approve the September 2018 Financials
 - Matt seconds motion
 - The motion to approve the September 2018 Financials is unanimously approved
- Board Succession Planning (10 Minutes) – Burgandy Hodge – First Meeting Scheduled for 18 Oct at 5:00pm- 5:30pm
- Bill leaves and continues to participate via telephone.
- Board Training (20 minutes) – Matt Keillor
 - Module 22: Communication
 - Module 24: Effective Committees
 - Module 26: Parental Involvement
- Policy Review (Strategic Plan Goals #1-3 and 6) (10 minutes) – Courtney Jurbala
 - Environmental Education Policy (locate the new facility use Policy)
 - Courtney moves to approve the revised Environmental Education Policy with the changes as discussed
 - Matt seconds motion
 - The motion to approve the revised Environmental Education Policy is unanimously approved
 - Document Retention Policy
 - Courtney moves to approve the revised Document Retention Policy with the edits as discussed
 - Ann seconds motion
 - The motion to approve the revised Document Retention Policy is unanimously approved
- Legislative Update (5 minutes) – (no update this meeting)
- Board Responsibilities (5 Minutes) – Bill Castor
 - (November training to be conducted by Steve; December training to be conducted by Bryan)
- Board Calendar (5 minutes) – Bill Castor
 - Next Board meeting will be held on November 13th. We will hold an Executive Session to provide performance feedback to Diana.
- Summary (5 minutes) – Bill
- Calendar:

October 17:	PTO Meeting
October 24:	4 th Grade Musical
October 25:	Fun Run

November 6: STEM Committee Meeting
November 8: Finance Committee
November 13: November Board Meeting
November 19 – 23 Thanksgiving Week

- Review Action Items
- Review Votes
- Adjourn
 - Ann moves to adjourn the meeting at 7:41 pm
 - Burgandy seconds motion
 - The motion is unanimously approved and the meeting is adjourned at 7:41 pm

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: 10/21/2018