



BOARD OF DIRECTORS
RETREAT/WORKING MEETING AGENDA
TUESDAY, JUNE 22, 2021

8:30 AM – 3:30 PM

Conference Room - Ben Franklin Academy

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

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, the arts, 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 social emotional development, character, sports, and nature.

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, 2024.

- **8:30 a.m.** Opening (5 minutes) – Matt Keillor
 - Welcome/Announcements/Introductions
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Consent Agenda (2 minutes) – Matt Keillor
 - Minutes of May Board Meeting
 - Open Comments (3 minutes/person) – Sarah Nisbet
 - 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 Thursday, June 17, 2020, will be read at the meeting.
 - Selection and Approval of Board Committee Assignments for FY2020 -2021 (20 minutes) – Matt Keillor
 - Approval of Board Vice President
 - Approval of Board Secretary
 - Selection of Committee Assignments
-

- Ben Franklin Academy Board Resolution re: Officers and Directors (5 minutes) - Matt Keillor
- Sign Board Director Agreements/Conflict of Interest Forms (5 minutes) – Matt Keillor
- Principal’s Update (45 minutes) – Diana Simpson
 - Initiatives for 2021-2022 School Year
- Convene in executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters (a closed session – Diana Simpson invited) (45 minutes) – Matt Keillor
- Principal Evaluation and Compensation (10 minutes) – Matt Keillor
 - Vote to approve Principal contract for 2021-2022
- Principal Evaluation and Compensation (20 minutes) – Adam Lucero
 - Discuss and Approve Principal Goals for 2021-2022
 - Discuss and Approve 2021-2022 Principal Evaluation Form and Performance Matrices
- School Accountability Committee (SAC) Summary of Student Survey Results (30 minutes) - Sarah Nisbet
- 11:30AM – 12:30PM Lunch
- BFA Foundation Meeting (20 minutes) - Sarah Nisbet
- Board Self-Evaluation/Goal Setting (30 minutes) – Sarah Nisbet
 - Board Self-Evaluation Results
 - Discussion Regarding Board Responsibilities & Goal Setting
- Technology Report (20 Minutes) – Jason Page
- Board Training (10 minutes) – Adam Lucero
 - Module 04: Board Structure and Responsibilities
 - Module 12: Board Relationships
 - Module 25: Board Officer Responsibilities
 - Review Training Calendar and Module Process
- Board Attendance at Teacher In-Service/Training (5 minutes) – Matt Keillor
- Parent-Teacher Organization (PTO) Year-End Report (written report submitted)
- Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
 - Facility Committee (No written report to be submitted)
 - Fundraising Committee (no written report to be submitted)
 - Grant Committee (no written report submitted)
 - Community Events Committee (CEC) (no written report submitted)
 - School Accountability Committee (SAC) (written report submitted)
 - Science, Technology, Engineering and Mathematics (STEM) Committee (no written report submitted)
 - Technology Committee (no report)
 - Curriculum Committee (No written report submitted)

- Finance Committee June Report (written report to be submitted) Treasurer's Report (20 minutes) – Adam Lucero
- Review 2020-2021 Financials/Budget to Actual - Adam Lucero
- Review and Approval of Strategic Plan (15 minutes) – Karen Ramon
 - Vote on approval of Strategic Plan (Reviewed in May)
- Policy Review (5 minutes) – Sarah Nisbet
 - Review and approval of BFA policies in accordance with the Board/SAC schedule
 - Homework Policy
 - Meta Policy
 - Parking and Traffic Management Policy
 - Asset Management Policy
- Stakeholder Surveys (45 minutes) – Karen Ramon
 - Identify Action Items from Parent Satisfaction Survey
 - Identify Action Items from Teacher Survey
 - Identify Action Items from Student Survey
- Review and Approve Board Calendar (15 minutes) – Matt Keillor
- Summary
 - Calendar:

DCSD Online Express Check-in	July 13
BFA Annual Family Check-in	August 12 – 14
First Day of School	August 18
<i>August Board Meeting</i>	<i>August 10th or 24th</i>
- Newsletter: Year in Review/Introduction from Principal in June; State of BFA in July from Board
- Review Action Items
 - Training Modules for self-review in July:
 - Module 02: Legal and Policy Issues
 - Module 03: Board Member Conduct
 - Module 10: Charter School Finance
 - Module 13: Pitfalls to Avoid
- Review Votes
- Review Future Agenda Items
- **3:30 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

BEN FRANKLIN ACADEMY

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: 6/18/21