



BOARD OF DIRECTORS
RETREAT/WORKING MEETING MINUTES
FRIDAY, JUNE 03, 2022

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.

Board Attendees: Matt Keillor, Mette Castor, Adam Lucero, Haley Maglieri, Sarah Nisbet, Jason Page, and Keri Street

Other Attendees: Diana Simpson

Matt calls the meeting to order at 8:29 am

- **8:30 a.m.** Opening (5 minutes) – Matt Keillor
 - Welcome/Announcements/Introductions
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Matt moves to approve Agenda
 - Sarah seconds the motion
 - The Agenda is unanimously approved

 - Consent Agenda (2 minutes) – Matt Keillor
 - Minutes of May Board Meeting
 - Matt moves to approve Consent Agenda
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- Sarah seconds the motion
- Consent Agenda unanimously approved
- Open Comments (3 minutes/person) – Mette 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 Thursday, June 5, 2022 will be read at the meeting.
 - No open comments were received
- Selection and Approval of Board Committee Assignments for FY2022 -2023 (20 minutes) – Matt Keillor
 - Approval of Board Vice President
 - Matt motions to approve Sarah as Board Vice President
 - Haley seconds the motion
 - Sarah Nisbet – Board Vice President
 - Approval of Board Secretary
 - Matt motions to approve Mette as Board Secretary
 - Sarah seconds the motion
 - Mette Castor - Secretary
 - Selection of Committee Assignments
 - Curriculum – Matt and Keri
 - SAC – Sarah and Keri
 - STEM – Jason
 - CEC – Mette
 - Facilities – Jason
 - PTO – Haley
 - Succession – Haley and Mette
 - Uniform – Sarah
 - DCSD Alliance - Adam
- 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 2022-2023 School Year
 - Written report submitted
- 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) (30 minutes) – Matt Keillor
 - Matt motions to convene into executive session at 1:56 pm
 - Adam seconds the motion
 - The motion to convene is unanimously approved
 - Matt Keillor, Mette Castor, Adam Lucero, Haley Maglieri, Sarah Nisbet, Jason Page, Keri Street, and Diana Simpson in attendance
 - Matt motions to end the executive session at 2:21 pm
 - Sarah seconds the motion
 - The motion to end the executive session is unanimously approved
 - No votes were taken during the executive session
- Principal Evaluation and Compensation (10 minutes) – Matt Keillor

BEN FRANKLIN ACADEMY

- Vote to approve Principal contract for 2022-2023
 - Matt motions to approve Principal contract for 2022-2023
 - Mette seconds the motion
 - 2022-2023 Principal contract is unanimously approved
- Vote to approve Principal bonus for 2021-2022
 - Matt motions to approve Principal bonus for 2021-2022
 - Adam seconds the motion
 - 2021-2022 Principal bonus is unanimously approved
- Principal Evaluation and Compensation (20 minutes) – Haley Maglieri
 - Discuss and Approve Principal Goals for 2022-2023
 - Haley motions to approve Principal Goals for 2022-2023
 - Mette seconds the motion
 - Principal Goals for 2022-2023 unanimously approved
 - Discuss and Approve 2022-2023 Principal Evaluation Form and Performance Matrices
 - Matt motions to approve 2022-2023 Principal Evaluation Form and Performance Matrices
 - Sarah seconds the motion
 - 2022-2023 Principal Evaluation Form and Performance Matrices unanimously approved
- School Accountability Committee (SAC) Summary of Student Survey Results (30 minutes) – Mette Castor
 - Written results submitted
- 11:30AM – 12:30PM Lunch
- BFA Foundation Meeting (20 minutes) - Sarah Nisbet
 - Written report submitted
- Board Self-Evaluation/Goal Setting (30 minutes) – Jason Page
 - Board Self-Evaluation Results
 - Discussion Regarding Board Responsibilities & Goal Setting
- Technology Report (10 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
 - September 23 – Adam & Mette
 - October 31 – Haley & Sarah
 - April 21 – TBD
 - December 16 – Staff Breakfast – All
 - August 10 – Matt & Keri
- Parent-Teacher Organization (PTO) 2022-2023 PTO Calendar

BEN FRANKLIN ACADEMY

- Haley motions to approve 2022-2023 PTO Calendar
- Sarah seconds the motion
- 2022-2023 PTO Calendar unanimously approved

- Board Committee Year-End Reports (written reports submitted, as indicated) (5 minutes)
 - Facility Committee (written report to be submitted) - Jason Page
 - Community Events Committee (CEC) (written report submitted) - Sarah Nisbet
 - Approve CEC Bylaws
 - Reviewed and approved
 - School Accountability Committee (SAC) (written report submitted) - Mette Castor
 - Science, Technology, Engineering and Mathematics (STEM) Committee (written report submitted) - Jason Page
 - Curriculum Committee (No written report submitted) - Matt Keillor
 - Finance Committee Report (written report to be submitted) - Adam Lucero
- Review and Approval of Strategic Plan (15 minutes) – Sarah Nisbet
 - Vote on approval of Strategic Plan
 - Matt motions to approve Strategic Plan
 - Sarah seconds the motion
 - The Strategic Plan is unanimously approved
- Policy Review (5 minutes) – Mette Castor
 - 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
 - Enrollment Policy
 - Policy reviews rescheduled to August meeting
- Stakeholder Surveys (45 minutes) – Haley Maglieri/Sarah Nisbet
 - 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 12 th
Teacher Meet and Greet	August 15 th
First Day of School	August 17 th
<i>August Board Meeting</i>	<i>August 24th</i>
<i>Board BBQ</i>	<i>August 26th</i>
- Newsletter: Year in Review/Introduction from Principal in June; State of BFA in July from Board
- Review Action Items

- Breakfast with the Board
 - September 9 – Grades 6-8
 - September 30 – Grades 3-5
 - November 4 – Preschool – 2
 - January 13 – Grades 6-8
 - February 10 – Grades 3-5
 - March 10 – Grades Preschool - 2

- 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

- Adjourn

- Matt motions to adjourn

- Adam seconds the motion

- Matt adjourns the meeting at 4:47 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: 8/22/22