



BOARD OF DIRECTORS
ANNUAL CALENDAR

Meeting	Agenda/Action Items
July: Board Vacation	<p>Board email to BFA Community regarding state of the school</p> <p><i>Building Corporation: Rebate Fund Payment Calculated and Made every 5 Years Next Due 7/1/21</i></p> <p><i>Written Notice of Nonappropriation Must Be Given to the Authority, The Trustee, the Note Holders, The Charter Authorizer and the Corporation no later than 7/1 (failure to give such notice shall not constitute an Event of Default)</i></p> <p><i>Trustee to Provide Notice of Any Event of Nonappropriation No Later than 7/10</i></p>
August: Regular Meeting	<p><i>Classes Commence</i></p> <p><i>4th Quarter Financials Due</i></p> <p><i>Board Contact Information, Terms and Conflict Forms Due to District by 8/16</i></p> <p><i>Insurance Information/Certificate Due to DCSD by 8/16</i></p> <p><i>Building Corporation: Evidence of Property Insurance, Certificate of Property Insurance, Certificate of Liability Insurance Due by 8/1</i></p> <p>Committee Reports</p> <p>Building Corporation Report</p> <p>Principal's Report</p> <p>Treasurer's Report: Review of 4th Quarter Financials; Prior Year Budget Review</p> <p>Legislative Update</p> <p>Board Training: Curriculum; Update Board Binders (committees, Board Roster, etc.); Conflict Resolution Policy</p> <p>Policy Review: Conflict Resolution Policy; Credit Card Processing Policy; Facility Use Policy; Grading Policy; Homework Policy; Meta Policy; Traffic and Parking Management Policy</p>
September: Regular Meeting	<p><i>Draft Audit - including the management discussion analysis letter (per contract audit due to DCSD by 9/30)</i></p> <p><i>Intent to Renew due by 9/1 - if in the last year of current contract</i></p> <p><i>Building Corporation: Certificate of No Event of Default Under Section 10.01 Due 9/30; Quarterly unaudited financial information due within 45 days of September 30, including student enrollment counts and actual income and expenses as compared to the annual budget</i></p> <p><i>Certificate to Trustee Stating that the Financial Covenants Have Been Met DUE 9/15</i></p> <p>Strategic Plan Quarterly Review</p> <p>Committee Reports</p> <p>Building Corporation Report</p> <p>Principal's Report</p> <p>Treasurer's Report: Review Draft Audit</p> <p>Legislative Update</p> <p>Board Training: Understanding and Analyzing Assessment Data</p> <p>Policy Review: Board of Directors Conflict of Interest Policy; Student Attendance Policy</p>
October: Regular Meeting	<p><i>Final Audit Report Due to DCSD</i></p> <p><i>Waitlist Soft Scrub</i></p> <p><i>October Student Count Due to Trustee within 5 Business Days of Certification</i></p> <p>Committee Reports</p> <p>Building Corporation Report</p> <p>Principal's Report: Review and Approve Current Year Budget; TCAP Data Review</p>

BEN FRANKLIN ACADEMY

	<p>Treasurer's Report: Review/Accept Recommendations of Auditor Legislative Update Board Training: Community Engagement Policy Review: Document Retention Policy; Enrollment Policy; Environmental Education Policy</p>
November: Regular Meeting	<p><i>Parents Notified of Open Enrollment Window (11/1-1/5)</i> <i>Charter Renewal Documents Due to DCSD - if in the last year of current contract</i> <i>Current Year Budget due to DCSD</i> <i>1st Quarter Financials Due to DCSD</i> Committee Reports Building Corporation Report Principal's Report: Approve Half-Day Kindergarten Tuition; Approve Academic Calendar Treasurer's Report: Review of 1st Quarter Financials Legislative Update Board Training: Synergy Policy Review: Building Key, Key Fobs and Access Card Policy; Continuing Disclosure Policy and Procedures; Financial Accounting and Reporting Policies and Procedures; Parent Communication Policy; Scheduling Policy</p>
December: Regular Meeting	<p><i>Lottery Held</i> <i>Revised Current Year Budget Due to DCSD</i> <i>Projected Enrollment for Next Year Due to DCSD by 12/3</i> <i>Academic Calendar Due to DCSD</i> <i>Building Corporation: Audited financial statements due not later than 180 days following June 30 (Due 12/27); Quarterly unaudited financial information due within 45 days of December 31, including student enrollment counts and actual income and expenses as compared to the annual budget</i> Strategic Plan Quarterly Review Committee Reports Building Corporation Report Principal's Report: Review Projected Enrollment for Next Year; Approve SPED Tier Option; Review Unified Improvement Plan Treasurer's Report Legislative Update Board Training: Dealing with Challenging Personalities Policy Review: Mobile Electronic Device Usage (f/k/a Laptop and Tablet Usage) Policy</p>
January: Regular Meeting	<p><i>Unified Improvement Plan Due</i> <i>SPED Tier Option Due to District</i> Schedule Board of Director's Meetings Vote on posting location for Board Meeting Agendas and Schedule Review SAC Parent Satisfaction Survey Questions Building Corporation Report Principal's Report: Review Purchased Services Contract with DCSD; Review School Activity Calendar Treasurer's Report Legislative Update Board Training: Uniform Policy Policy Review: Asset Management Policy; Assistance for Qualified Free and Reduced Lunch Recipients; Board of Directors Election Policy; Teacher Compensation Policy; Uniform Policy</p>
February: Regular Meeting	<p><i>2nd Quarter Financials Due to DCSD</i> <i>Draft Purchased Services Contract Due to District</i> <i>Charter School Conference</i> <i>Waitlist Hard Scrub</i> Approve Auditor</p>

BEN FRANKLIN ACADEMY

	<p>Announce Board of Directors Elections -- Nominations due before March Meeting (Director Election Policy F) Committee Reports Building Corporation Report Principal's Report: Approve School Activity Calendar Treasurer's Report: Review 2nd Quarter Financials Legislative Update Board Training: Jeopardy Policy Review: Inventory Management Policy</p>
<p>March: Regular Meeting</p>	<p><i>School Calendar Due to DCSD by 3/14</i> <i>Final Purchased Services Contract Due to District</i> <i>Discussion regarding class size</i> <i>Building Corporation: Quarterly unaudited financial information due within 45 days of March 31, including student enrollment counts and actual income and expenses as compared to the annual budget</i></p> <p>Approve amount to be allocated to teacher raises and teacher evaluation procedure Distribute Principal Evaluation to Board Members Board candidate information distributed (Director Election Policy F) Schedule Meet the Board Candidates Review SAC Parent Satisfaction Survey Results Strategic Plan Quarterly Review Committee Reports Building Corporation Report Principal's Report: Review First Draft of Next Year's Budget; Update re Teacher/Staff Reviews Treasurer's Report Legislative Update Board Training: Ethics</p>
<p>April: Regular Meeting</p>	<p><i>First Draft of Next Year's Budget Due to DCSD by 4/30</i> <i>PTO Elections</i> <i>Building Corporation: Independent Insurance Consultant to Review and Report on the Adequacy of Insurance Every 5 Years Next Due by 4/1/21; Certificate that All Requirements Have Been Met, Proper Amounts Are on Deposit I the Rebate Fund and Timely Payments Have Been Made Every 5 Years Next Due on 4/6/21; Annual Administration Charge of \$2,000 Due 4/5</i></p> <p>Approve Attorney Principal Evaluation Board Director Appointed/Announce Board election results (Director Election Policy H) Schedule Strategic Planning Session (Administrators, 2 Directors, Others) Review SAC Student Survey Questions Distribute Principal Evaluation Forms Committee Reports Building Corporation Report Principal's Report: Adopt Final Next Year's Budget; Update re Teacher/Staff Reviews; Update re Teacher/Staff Offers; Approve Proposed School/Student Fees Treasurer's Report: Renewal of D&O and other insurance Legislative Update Board Training: Policy Review: Volunteer and Visitor Policy</p>
<p>May: Regular Meeting</p>	<p><i>SAC Elections</i> <i>STEM Committee Appointments</i> <i>Annual Board Approved Budget due to DCSD by 5/19</i> <i>Notify DCSD of Identity of Auditor</i> <i>Schedule of Proposed School/Student Fees Due to DCSD</i></p>

BEN FRANKLIN ACADEMY

	<p><i>Submit explanation of any major changes (curriculum, facility upgrades, grades served) to DCSD</i></p> <p><i>3rd Quarter Financials Due to DCSD</i></p> <p><i>Strategic Planning Session (Administrators, 2 Directors, Others)</i></p> <p>Board term begins/ends</p> <p>New Board Member Orientation/Mentor Assigned</p> <p>Schedule Board Retreat</p> <p>Distribute Board Self Evaluation</p> <p>Approve Finance Committee Chair</p> <p>Approve Independent Attorney of Record</p> <p>Review Results of SAC Student Survey</p> <p>Committee Reports</p> <p>Building Corporation Report</p> <p>Principal's Report: Update re Teacher/Staff Offers</p> <p>Treasurer's Report: Review of 3rd Quarter Financials</p> <p>Legislative Update</p> <p>Board Training: Open Meetings, Sunshine Law, and Executive Sessions</p> <p>Policy Review: Book Donation Policy; Board Director Agreement; Board Conflict Form</p>
<p>June: Board Retreat</p>	<p>Principal email to BFA Community regarding year in review</p> <p><i>School Safety Plan Due to District by 6/30</i></p> <p><i>Building Corporation: certificate of the Corporation setting forth the types and coverage as to all insurance policies maintained by the Corporation Due 6/30; Annual Budget Due within 30 days of Adoption (Due by 6/30); Quarterly unaudited financial information due within 45 days of June 30, including student enrollment counts and actual income and expenses as compared to the annual budget</i></p> <p><i>Proof of Appropriation of Funds Due to the Trustee and Building Corporation No Later than 6/30</i></p> <p><i>Balances required by Financial Covenants tested on 6/30</i></p> <p>Approve Principal goals for the school year</p> <p>Board Self Evaluation/Goal Setting</p> <p>Select Board Officers</p> <p>Approve STEM Committee Chair</p> <p>Approve/Finalize Strategic Plan</p> <p>Committee Year-End Reports</p> <p>Building Corporation Report</p> <p>Principal's Report</p> <p>Treasurer's Report</p> <p>Legislative Update</p> <p>Present/Approve Principal Evaluation Standards</p> <p>Board Training: Finances and Best Practices (sign Board Director Agreements/Conflict of Interest Forms due to DCSD 8/16)</p> <p>Policy Review: Employee Dress Policy; Field Trip Policy; Non-Discrimination Policy; Student Discipline Policy</p>

Other:

Quarterly Financials due to DCSD within 45 days of close of quarter (4th Q is due with Audit)

As needed: New Board Member information and changes to Bylaws or Articles of Incorporation to DCSD within 10 days
60 days after receipt of BFA's annual report DCSD shall provide information re status in relation to goals, objectives and accreditation requirements

C.R.S Reference

Matters specific in the Open Meetings Law that may be discussed in executive session are as follows:

C.R.S. § 24-6-402(4)(a): The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the board has a personal interest in such purchase, acquisition, lease, transfer, or sale.

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- C.R.S. § 24-6-402(4)(b): Conferences with the board's attorney for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the board is not sufficient to satisfy this requirement.
- C.R.S. § 24-6-402(4)(c): Matters required to be kept confidential be federal or state law or rules and regulations. The board shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.
- C.R.S. § 24-6-402(4)(d): Specialized details of security arrangements or investigations.
- C.R.S. § 24-6-402(4)(e): Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiations.
- C.R.S. § 24-6-402(4)(f)(I): Personnel matters, except if the employee who is the subject of the session has requested an open meeting.
- C.R.S. § 24-6-402(4)(f)(II): (1) "Personnel matters" do not include discussions concerning any member of the board, any elected official, or the appointment of a person to fill the office of a board member or an elected official, or to discussion of matters personal to particular employees.

Approved by Board: 10/8/2013

Revision 1: Approved by Board: 1/13/2015

Revision 2: Approved by the Board: 10/18/2016