



DCSD Charter School Annual Site Visit

School Name - Ben Franklin Academy

Date of Visit - 10-3-23

Visiting Team - Gordon Mosher, Kristin Schmidt - DCSD Choice Programming

The purpose of site visits is to serve as a tool to inform continuous improvement for charter schools and to provide data points in determining a charter school's standing relative to the authorizer's compliance and performance requirements. Authorizers conduct site visits on an annual basis, though some review topics and criteria may not apply under certain conditions on a given year.

The site visit will include areas of safety evaluation, observation of culture, review of the school's educational program, board governance, and other items. Following the site visit, the DCSD Choice Programming Office will share the outcomes of the site visit, as well as any next steps related to non-compliance/low scores, as needed, that the District will take.

Areas of this document:

[Section 1 - Required Submissions](#)

[Section 2 - Board Governance](#)

[Section 3 - District Review of Health, Safety, and Operational Requirements](#)

Thank you for all that you do for students in Douglas County. We appreciate your collaboration.
DCSD Choice Programming

Section 1 - Required Submissions

Site visit submissions - Please have the following documents linked in this document or added to this [SHARED FOLDER](#) to review during the Annual Site Visit.

Item	Verified	Notes
Completion of ELD , SPED , and GT plans/ checklist (Google Form)		These have been completed.
ASSIST and district threat Assessment training- Please submit the names and dates taken for School administrators and mental health professionals in the notes column.		<p>Diana Simpson was trained on April 24, 2023 Threat Assessment</p> <p>Aric Gomez, Hugh Redford, and Jen Woudenberg will be trained on December 13, 2023</p> <p>Rick Zaccaria (new Admin) will be trained at next District training that has availability.</p>
Satisfaction Survey results. The school shall conduct regular staff, parent, and student satisfaction surveys and shall share de-identified, aggregated results with the School Community		<p>Links to surveys here: https://docs.google.com/presentation/d/1QB9iERRybcyRO9tIUyTr_2cB5b3Z04nq/edit#slide=id.p1 </p> <p>GM - Were there any themes that came from your student, staff, or parent surveys?</p> <ul style="list-style-type: none"> - Parents are interested in bringing back Foreign language in Middle School. School and Board are exploring options on what this might look like.

<p>and the District's Choice Programming Office.- How this was shared to your community.</p>		<p>- Discipline</p> <p>GM - Was there any action taken by your Board or school leadership in response to feedback in surveys?</p> <p>We are looking at enhancing our middle school electives- to include a foreign language.</p> <p>We addressed discipline concerns by creating some discipline frameworks.</p>
<p>Transparency: The school shall make charter Board adopted policies, meeting agendas, and minutes, Charter School's School Accountability Committee meeting agenda and minutes.</p> <p>Information about charter board members,</p> <p>Financial information</p> <p>School's process for resolving public complaints</p>		<p>These are all on our Website.</p> <p>Charter Board Members: https://www.bfacademy.org/board-of-directors/</p> <p>Financial Information: https://www.bfacademy.org/financial-transparency-2/</p> <p>Conflict resolution/ Policy: https://www.bfacademy.org/wp-content/uploads/2021/04/20210420-Conflict-Resolution-Policy.pdf</p>

<p>Websites will be reviewed to ensure the following are conspicuously posted and maintained:</p> <p>The School's Communications Pathway or Complaint Process</p> <p>School's Articles of Incorporation and Bylaws</p> <p>Information about Charter Board members and their job descriptions, including their roles and responsibilities to the school and public</p> <p>Notice of Charter Board Meetings, including date, time and location for the meetings</p> <p>Minutes of Charter Board Meetings</p> <p>Student/Parent/Family Handbooks</p> <p>School's current and applicable Strategic Plan</p>		<p>Communication Policy: https://www.bfacademy.org/wp-content/uploads/2023/09/Parent-Communication-Policy_2023-2024-FINAL.pdf</p> <p>Articles of Incorporation and Bylaws: https://www.bfacademy.org/board-documents/</p> <p>Board Member Information: https://www.bfacademy.org/board-of-directors/</p> <p>Minutes, Agendas, etc. for Board meetings: https://www.bfacademy.org/board-documents/</p> <p>Parent/Student Handbook: https://www.bfacademy.org/wp-content/uploads/2023/02/Parent-Student-Handbook-updated-2_8_23.pdf</p> <p>Strategic Plan: https://files.constantcontact.com/525dd4d0101/7093d47c-78db-475d-b1b7-a908205fb92e.pdf</p>
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Section 2 - Board Governance

Item	Verified	Notes
Bylaws in place that outline board role and legal obligation	Yes	Easily found
Articles of incorporation in place that indicate current nonprofit status	Yes	Easily found
Board handbook in place that outlines board member expectations	Yes	Broken down into different documents
Financial transparency compliance	Yes	Easily found
Financial reporting compliance	Yes	Easily found
Board complies with open meetings requirements	Yes	Easily found
Board holds meetings (at least quarterly)	Yes	Monthly
Regular revision and approval of key policies (employment, enrollment, etc.)	Yes	Easily found
Approval of annual audit	Yes	Found Financial Audit
Approval of annual budget	Yes	Easily found
Board meets authorizer deadlines and requirements	Yes	
The charter school has adopted and implemented conflict of interest policies that prevent real or	Yes	Easily found

apparent conflicts of interest.		
The charter school administration provides monthly financial reports to its governing board for review and approval.	Yes	Reviewed quarterly (3 month window) in the monthly meetings
All board members must file an oath with the local County Clerk's Office by August 3, 2023, and within 80 days of becoming a board director thereafter.	X	In Anvilar - Benchmark completed 8.3.23

Section 3 - District Review of Health, Safety, and Operational Requirements

Item	Verified	Notes
Safety: There is a sign-in and sign-out process for visitors, including volunteers and outside staff	X	
Safety: There is documentation that all volunteers have been properly screened and cleared to work with students	X	License scanned - volunteer badge
Safety: There is a procedure in place to ensure that all non-screened visitors are supervised by authorized staff at all times during student hours	X	All are screened

Safety: There is a sign-in procedure for students arriving late to school and sign-out procedure for early dismissal students	X	Sign in located at front desk
Safety: There is a procedure for verifying the identification of adults authorized to pick-up students from school	X	ID or Carpool number
Safety: Evacuation routes are posted in all rooms	X	Each Room
Safety: Emergency contact numbers for the health department, fire department, police department, etc. can be immediately accessed within the building. There is a procedure for accessing emergency assistance from outside the building in cases of evacuation	X	Also in Classroom's manuals
Safety: All appropriate drills have been scheduled and conducted according to the approved schedule	X	
Safety: Employees are easily identifiable by first responders	X	
Safety: School knows and can explain their reunification plan and site for reunification, and this has been shared with staff.	X	CHCC 900 to 920
Safety: Building keys are accessible and easily identifiable by law enforcement and District security.	X	
Safety: School has identified an Incident Command Team	X	
Safety: There is a District (Large) radio on site, and there is a clear understanding of what to do with the radio in	X	

response to an emergency situation.		
Nutrition Services: The school provides food services that complies with state and federal regulations in order to meet all student food service needs	X	School uses DCSD Nutrition Services as their SFA
Transportation: If the school provides transportation, the school ensures that any transportation services provided comply with state and federal regulations for all transportation needs	X	
Transportation: The school has an adequate plan for how transportation will be provided to include field trips, before and after school, and extracurricular activities (e.g. through the district, private transportation service, school-purchased buses, etc.	X	USE Charter for field trips - Parents for sports transport their student
Health Services: Current emergency contact information for a student is on file, and it includes medical information, medical provider preferences, and authorized adult contact persons	X	Yes in IC
Health Services: There is documentation that the staff member(s) assigned to administer medications and/or nursing procedures have been trained and delegated by a licensed professional school nurse	X	Nurse , health assistant and one front desk All staff CPR and epi pen trained.
Health Services: There is documentation that all students with health concerns, allergies, etc. have been identified, confidentiality has been maintained, and all staff who have a need to know have been informed	X	Yes, also in sub folders