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## BOARD MEETING MINUTES SEPTEMBER 27, 2011

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6:30 – 10:30 PM  
Ben Franklin Academy Library

Attendance: Jason Sanders, Paige Brock, Jason Sunahara, Staci Ferguson, Becky Mullen, Matt Matherly, Ward Cerny

- Welcome, approve agenda, approve minutes, calendar, pledge of allegiance, and review the mission and vision of (6:30 – 6:40) – Jason Sanders
    - Jason Sanders moves to approve the agenda
      - Paige Brock seconds the motion
      - Yeas - 6            Nays - 0
    - Jason Sanders moves to approve the minutes from the Sept. 13<sup>th</sup> meeting
      - Becky Mullen seconds the motion
      - Yeas - 6            Nays - 0
  - Board member projects and availability (6:40 – 6:50) – Jason Sanders
    - Responsibilities and what the board has been up to:
      - Paige Brock – Grants
      - Jason Sunahara – Technology
      - Staci Ferguson – Office Files/Cum. Files
      - Becky Mullen – Preschool for next year, helping Paige
      - Ward Cerny – Credit, Budgeting, Finance Committee
      - Jason Sanders – Work, Helping Paige
      - Matt Matherly – Planning Dept. (parking), STEM Committee
    - We need to respond to Paige with “no comment” so she knows it is done.
  - Principal’s Report (6:50 – 6:55) – Bob Barber
    - Fire Drill on Friday – went great, wants to get the time down.
    - 6<sup>th</sup> Grade social went great!
  - Open Comments (6:55 – 7:15) – Jason Sanders
    - Melody Henson: homeowner in the neighborhood – Welcome to the neighborhood, nice to have the school here. Thank you all; being a board member and principal is a thankless job. Need: the traffic issues, concerned about safety for kids, traffic in the neighborhood. It is time to look at changes in the traffic. It is not going away!
    - Mike McKesson: parent/neighborhood – has a letter from the neighborhood. We will go over that during the carpool section of the agenda.
  - Colorado League of Charter School Discussion (7:15 – 7:35) – Jennifer Douglas
    - Director of new school development
    - 95% of charter schools are members. Fees are \$4.50/pupil.
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# BEN FRANKLIN

ACADEMY

- Offer governance training, advocacy notification, performance management support, business services, employment program, teacher training, job postings, help desk (charter 411)
- Point person – Jennifer will be our point person, if there is someone else who can answer it better she will refer us to them.
- Discuss PR, marketing, and communication needs of the school (7:35 – 7:55) – Jason Sanders
  - Future marketing efforts –
  - Salie Swan: 360 Media in the Tech Center, and is a parent. He will meet with each key shareholder and get a feel for what we want in PR, marketing, and communications.
  - Do we need a PR volunteer?
  - Communication policy/plan – what constitutes communication and with who?
  - Board communication with the staff and Principal Barber -
  - Principal Barber’s communication with parents
  - Website – 1 person needs to run the website and update 2x a week with photos and info.
    - News items
    - Bottom three secondary items
    - Teacher pages
- Grants (7:55 – 8:20) – Paige Brock
  - Tomorrow we are submitting a “Captain Planet” grant and later software grant. So kids can create their own public service announcement.
  - Grow carts grant will be submitted tomorrow.
  - CDE grant – Each member will get an assignment
    - Kimberly Blum and Staci Ferguson - Lottery and Library (Sections A and E)
    - Jason Sanders and Jason Sunahara – Tech Budget
    - Ward Cerny – Budget out for 5 years and it balances
    - Matt Matherly – Performance Management plan
    - Becky Mullen – Professional Development
    - Jason Sunahara – Technical Assistance
  - We will get the grant and we will need to read it and give feed back within 1 day!
- Carpool issues (8:20 – 9:00) – Jason Sanders/Matt Matherly/Bob Barber
  - Greensborough Drive and our neighbors
    - Mike McKesson: sits on a pro-bono board (Southbridge) and is a parent and neighbor. Presented a letter from the community.
    - Need the mailboxes to never be blocked; post office will not deliver the mail. Don’t double park, don’t park in front of the hydrants.
    - Talk with American Academy about their carpooling (Jason Sanders will talk to AA)
    - Paul: Board from the HRGC – the double parking is a safety issue.
    - Matt Matherly, Mike McKesson and other parties will work together.
    - Jason Sanders will write a response, and we will vote on it next week on our phone conference.

# BEN FRANKLIN

ACADEMY

- Denise Hatch: lives on Greensboro Drive – concerned about the traffic on Greensboro. So many cars, had to slam on her brakes because so many cars are parked on the street (in front of the mailboxes too). Neighbors can't park on their own street.
- John Stokely: lives in the neighborhood – Can't get to mailbox and the kids are darting in and out of parked cars.
- Overflow parking
  - Matt has been working with planning and it sounds like we will be able to put gravel or some sort of a base down so we can use it during snow and rain.
- Walkers
- Communication
- Early dismissal for preschool siblings -
- Building expansion (9:00 – 9:15) – Jason Sanders
  - Plan A – Expand the current structure to accommodate the full middle school with lockers
    - We could add in 12 classrooms to the building.
    - This will stress out the library, gym, music and art room and teachers, lunch, etc.
    - \$110/sq foot
  - Plan B – Build across the parking lot in two phases:
    - \$100/sq foot + \$400,000
    - Phase 1 – About 5000 sq. ft. for 4 finished classrooms downstairs and 4 unfinished classrooms upstairs with a couple offices.
    - Phase 2 – Add full gym, 4 classrooms upstairs, locker rooms and common space/SPED downstairs.
      - \$133/sq foot
- PAC (9:15 – 9:20) – Andrea Day
  - Movie night Friday night
  - Tues 4<sup>th</sup>, social at Civic Green
  - Thurs 6<sup>th</sup>, preschool play date at Civic Green
- PTO (9:20 – 9:25) – Shelly Dana
  - PTO needs a priority list.
- STEM (9:25 – 9:35) – Matt Matherly
  - STEM Expo
    - Coming together
    - Had 1 member drop out, but have a handful of resumes already.
- Finances (9:35 – 9:50) – Ward Cerny
  - Monthly financial report –
    - Our cash balance is at \$559,000 at the end of August, it is lower now.
    - Surplus – our budget is based on what our enrollment was supposed to be. Come January, we will have a big surplus
    - Draft financial from Brenda by the 10<sup>th</sup>, it goes to the finance committee, 3<sup>rd</sup> Wed of the month at 6pm, they will approve them and it will go to the board meeting (last of the month).

# BEN FRANKLIN ACADEMY

- Jason Sanders moves to approve the August 2011 financials for Ben Franklin Academy
  - Jason Sunahara seconds the motion
  - Yeas – 7Nays - 0
- Financial policies
  - 1<sup>st</sup> Bank Line of Credit – we had approved proceeding with loan document letter of intent. Key terms \$125,000 prime rate + 2%, rate floor of 6%
    - Jason Sunahara makes a motion to proceed with the 1<sup>st</sup> Bank line of credit.
      - Matt Matherly seconds the motion
      - Yeas – 7Nays – 0
  - When to buy tech stuff
    - We can spend \$40,000 on stuff not mentioned in the grant for school priorities (curriculum \$8,000 that leaves \$32,000).
- Policies (9:50 – 10:05)
  - Policies that still need to be completed
  - First reading of the Draft Environment Policy
    - We had the first reading of the draft environment policy. We will have a second reading Oct.11<sup>th</sup>.
- DCSD Mil Levy vote (10:05 – 10:10) – Jason Sanders
  - If it passes for the currently \$350+ per student
  - Next year \$438 per student
  - Jason Sanders will craft a resolution and have our attorney look it over before we vote on it.
- Open Comments (10:10 – 10:30) – Jason Sanders
  - This open comment section is for items that are not currently on the agenda.
  - Please notify Jason Sanders by email ([Jason@bfacademy.org](mailto:Jason@bfacademy.org)) or by hand written note if you'd like to make a comment.
  - Please see notes below on open comment sessions.
- Adjourn (10:30)
  - Jason Sanders moves to adjourn.
    - Jason Sunahara seconds the motion.