



BOARD RETREAT MINUTES
TUESDAY, JUNE 25, 2013

9:00 AM
Davita Conference Room
2000 16th St., Denver, CO 80202

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

Other Notables: Bob Barber – Principal, Corey Burgesser – Vice Principal, Jason Cochrane – Academic Director, Diana Simpson – Academic Director, Brenda Sepan – Business Manager

- 9:00 AM – Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements/mission/vision
 - Pledge of allegiance
 - Amend/approve agenda
 - Jason Sanders moves to approve the agenda.
 - Becky Mullen seconds the motion.
 - The motion is unanimously approved.
 - 9:05 AM – Consent agenda (5 minutes) – Jason Sunahara
 - Approve minutes from May 14, 2013, board meeting
 - Jason Sunahara moves to approve the consent agenda.
 - Jason Sanders seconds the motion.
 - The motion is unanimously approved.
 - 9:10 AM – Open Comments (3 minutes/person) – Jason Sunahara
 - Remarks will be limited to three minutes.
 - 9:15 AM – Principal’s report (40 minutes) – Bob Barber
 - 2013-14 – Budget
 - Our revenues outweigh our expenses, significantly. We will have expenses down the road as building ages and such. Our main goal is to be financially set to buy the building. We are still investing in our students and school now.
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ACADEMY

- 2012-13 – Test score summary
- 2012-13 – Athletics
- 2012-13 – Year in review
- 9:55 AM – Committee Year End Reports (30 minutes)
 - Technology
 - Need to have a plan to update/replace computers
 - 2nd lab – PC or Apple? We are an apple school, easier for kids if they are all the same, marketing purposes too.
 - Marketing
 - Mural painted in library, “Oh The Places You Will Go” theme.
 - Middle School Rotator on the website.
 - Mobile site has been created, but still needs to be tested.
 - PAC
 - PTO
 - Lunch program is the biggest change for next year. We will be going through DCSD.
 - STEM
 - Marketing the STEM committee.
 - 3 members have stepped down and STEM now has 3 new members.
 - Planning the expo for next fall. Trying to get new booths to keep it fresh and exciting.
 - Grant
 - Kinder Morgan – we were awarded a weather station grant of unknown amount.
 - Game Time and CDE grants.
 - Pursuing funding for shade system through American Dermatology Association and Toshiba for middle school. Still looking into greenhouse funding.
 - Finance
 - Still perusing the bond buyout option.
 - SAC

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ACADEMY

- We will be revising policies in August based on their recommendations.
- Uniform
- 10:25 AM – Review board dashboard (5 minutes)
 - Dashboard 1 is for measuring markers to support our strategic plan and evaluate how we are doing. Dashboard 2 will support Dashboard 1
- 10:30 Break (10 minutes)
- 10:40 AM– Principal evaluation, raise and bonus (25 mins) – Jason Sanders
 - Discuss results of the 2012-13 evaluation
 - Discuss and approve compensation for 2013-14
 - Jason Sanders makes a motion to approve Bob Barber’s 2013 – 2014 salary as per the proposal presented to the board.
 - Matt Matherly seconds the motion.
 - The motion is unanimously approved.
 - 2012-13 – Bonus
 - Jason Sanders moves to pay Bob Barber a bonus based on the results of the principal evaluation that fixed the bonus amount as per the scale approved in the June 2012 board meeting.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- 11:05 AM – 2013-14 principal evaluation standards (25 mins) – Jason Sanders
 - Discuss proposed evaluation standards for 2013-14
 - No motion made, tabled until August 2013 board meeting
- 11:30 AM – Elect new board officers (5 mins) – Staci Ferguson
 - Staci Ferguson makes a motion to keep the board officers as is: Jason Sanders – Board President: Paige Brock – Vice President: Jason Sunahara – Treasurer: and Staci Ferguson – Secretary.
 - Matt Matherly seconds the motion
 - The motion is unanimously approved.
- 11:35 AM – Revise dates on director elections (10 mins) – Becky Mullen
 - Tabled until August 2013 board meeting
- 11:45 AM – Board Succession plan (5 mins) – Jason Sanders

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ACADEMY

- If anyone resigns their position for any reason, we will look to previous candidates, committee chairs, and volunteers who have committed a lot of hours and are heavily involved.
- 11:50 AM – Plan in case of leadership change (10 mins) – Paige Brock
 - This is a “What if the principal leaves?” plan.
 - This plan will give order to an otherwise chaotic time.
 - We will vote on something in August.
- 12:00 PM – Board evaluations (20 mins) – Paige Brock
 - Tabled until August 2013 board meeting.
- 12:20 PM – Classroom visit schedule (10 mins) – Becky Mullen
 - Each board member is assigned a week to visit. We will visit 3 classes in the fall, and 3 other classes in the spring.
 - Specials and preschool to be added to the schedule.
- 12:30 Lunch
 - CSSI visit follow up (60 mins, during lunch) – Jason Sanders
- 1:30 PM – Treasurer’s report (5 minutes) – Jason Sunahara
 - The finance committee has reviewed the April and May 2013 financials.
 - Jason Sunahara moves to move the money donated/allocated by the school and the PTO for the greenhouse from the from the Foundation Account to the school Greenhouse account.
 - Jason Sanders seconds the motion.
 - The motion is unanimously approved.
 - Approve April 2013 financials
 - Jason Sunahara moves to approve the April 2013 financials.
 - Jason Sanders seconds the motion
 - The motion is unanimously approved.
 - Approve May 2013 financials
 - Jason Sunahara moves to approve the May 2013 financials.
 - Matt Matherly seconds the motion
 - The motion is unanimously approved.
- 1:40 PM – Policies Review (10 mins) – Jason Sanders

- Second reading of the revised Bylaws
 - Jason Sanders moves to approve the revised Bylaws with changes recommended by Paige Brock.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- First reading of the Attendance Policy
- Approve the Credit Card Processing Policy
 - Minor redlines were made.
 - Jason Sanders moves to approve the Credit Card Processing Policy.
 - Jason Sunahara seconds the motion
 - The motion is unanimously approved.
- 1:55 PM – Discuss committee organization (15 mins) – Becky Mullen
 - Marketing committee & PAC
 - A lot of what PAC does is marketing worthy. They feel that need a marketing head.
 - PAC needs to market the good of the school.
 - Ward Cerny makes a motion to merge the Marketing and PAC committees to form a new committee to be named later.
 - Jason Sunahara seconds the motion.
 - The motion is unanimously approved.
- 2:10 PM – DCSD BOE elections (10 mins) – Becky Mullen
 - Mill Levy override is a board vote and would affect charter schools.
 - Know whom you are voting for and what they stand for.
- 2:20 PM – Campus master plan (20 mins) – Matt Matherly
 - \$2 million for the middle school gym and \$.5 million for site costs.
- 2:30 PM – Review strategic plan (20 mins) – Matt Matherly
- 2:50 Break (10 minutes)
- 3:00 Training (60 mins) – Staci Ferguson
 - Nora Flood from the Colorado League of Charter Schools
- 4:00 PM – Middle School representation (20 mins) – Ward Cerny

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ACADEMY

- Some parents have some concerns. The board would like to investigate further. Bob Barber and the Academic Directors will work on an official survey that will be sent out to the Middle School parents.
- 4:20 PM – Fundraising priorities (20 mins) – Paige Brock
 - PTO, Foundation, the school (BFA), PAC, Student Counsel, STEM are all committees that have some sort of fundraising.
 - Current Fundraising Committee members are: Bob Barber (Principal), Shelly Dana (PTO President), Jason Sunahara (Board Treasurer), Paige Brock, consider addition of a Middle School rep.
- 4:40 PM – Back to school night and town hall meeting (20 mins) – Jason Sanders
 - Have a presentation on the school, focus for the year, fundraising committee and new policy description / reemphasize policy points.
- 5:00 Adjourn
 - Jason Sanders moves to adjourn the meeting
 - Jason Suanahra seconds the motion
 - The motion is unanimously approved.

All board meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The Ben Franklin Academy Board works for the students, parents and patrons of Ben Franklin Academy in promoting the vision and mission of the school. Community input that can help the Board meet the challenge of educating our children to our 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.

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, 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 the arts, sports, nature, and character.

Approved: 8/13/13