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BOARD OF DIRECTORS  
MEETING MINUTES  
TUESDAY, OCTOBER 8, 2013

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5:30 P.M.

Ben Franklin Academy Jason Sanders Science Lab

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

Notables: Bob Barber, Principal; Corey Burgesser, Vice Principal; Diana Simpson, Academic Director; Jason Cochrane, Academic Director; Brenda Sepan, Business Manager; Dawn Csech, STEM Committee Chair; Shelly Dana, PTO President

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

- Opening (5 minutes) – Paige Brock
    - Welcome/Announcements
    - Mission/Vision
    - Pledge of Allegiance
    - Amend/Approve Agenda
      - Paige moves to amend the agenda under the Treasurer's Report we will discuss revisions to the Finance Policies and Procedures, we will not approve them. Also we will be reviewing the audit report: representatives will be presenting next month and we will accept the report next month.
      - Paige Brock moves to approve the amended agenda.
        - Jason Sunahara seconds the motion.
        - The motion is unanimously approved.
  - Consent Agenda (2 minutes) – Jason Sunahara
    - Approve minutes from September 10, 2013 Board Meeting
    - Jason Sunahara moves to approve the consent agenda.
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- Paige Brock seconds the motion.
- The motion is unanimously approved.
- Open Comments (3 minutes/person) – Jason Sunahara
  - Remarks will be limited to three minutes per person. Please see guidelines at end of agenda.
- Parent Presentation Regarding Foreign Language (10 minutes) – Nathan Bobbin
  - Would like to see Mandarin Chinese offered as an after school club.
  - Would like to look at Great Wall, Rosetta is not a great option for this.
- Parent Presentation Regarding Walker/Biker Dismissal (10 minutes) – Marilyn Manning
  - Signage needs to be more visible (the U Turns), appeal to county for us to get a slow zone.
  - Concerned about the increased traffic with Children’s Hospital opening soon.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Committee Reports (14 minutes total)
  - Finance (written report to be submitted)
  - Fundraising Committee (2 minutes)
    - 1st Tuesday of every month at BFA after morning carpool.
  - Grant (written report submitted)
  - School Accountability Committee (SAC) (written report submitted)
  - Science, Technology, Engineering and Mathematics (STEM) (written report submitted)
  - Technology (2 minutes)
    - Developing a replacement plan.
  - Uniform (no update)
  - Marketing Community Outreach (MCO) (10 minutes)
    - Approve Vice Chair for MCO
      - Becky Mullen makes a motion that Janelle Swan becomes the new Vice Chair of the MCO
        - Paige Brock seconds the motion
        - The motion is unanimously approved.
      - The MCO will not be collecting candy in November.
      - Dec 19th is the opening of Children’s Hospital, and MCO will be asking for donations as a community outreach.
- Discussion Regarding Ability for “Listen-Only” Attendance at Board Meeting (10 minutes) – Paige Brock
  - We will have a listen only option so parents can listen to the board meetings each month. When they call in, the line will be muted.
  - Approve use of teleconference technology

- Paige Brock moves to approve the teleconference technology on a trial basis starting with the November board meeting. Phone attendees will be listen only with the exception of Board members.
    - Jason Sunahara seconds the motion.
    - The motion is unanimously approved.
  - Approve process for open comment form submission
    - Paige Brock moves to approve using an online open comment form with a 12:00 pm deadline on the day of the Board meeting with a required field of name.
      - Matt Matherly seconds the motion.
      - The motion is unanimously approved.
- Principal's Report (45 minutes) – Bob Barber
  - Charter renewal is moving along.
- Treasurer's Report (15 minutes) - Jason Sunahara
  - Paige moves to amend the agenda to approve the revised budget.
    - Jason Sunahara seconds the motion
    - The motion is unanimously approved
  - Jason Sunahara moves to approve the revised budget
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.
  - Review of Draft Audit Report
  - Review First Quarter Financials
    - Review of quarterly financials was tabled until following month
  - Review September 2013 financials
  - The Finance Committee has reviewed and recommends approval of the September 2013 financials.
  - Approve the September 2013 financials
  - Sunahara moved to approve September 2013 financials
    - Matherly seconds the motion.
    - The motion is unanimously approved.
  - Approve revisions to Finance Policies and Procedures
    - Tabled until the November meeting
- Strategic Plan Review and Progress Monitoring (10 minutes) – Matt Matherly
- Board Evaluation Discussion (15 minutes) – Paige Brock
- Legislative Update (10 minutes)
- First Reading of the Parent Communication Policy (5 minutes) – Paige Brock
- Policy Review (10 minutes) – Paige Brock

- Approve revisions to Meta Policy
  - Paige Brock moves to approve the revised Meta Policy.
    - Jason Sunahara seconds the motion.
    - The motion is unanimously approved.
- Approve revisions to Conflict Resolution Policy
  - Paige Brock moves to approve the revised Conflict Resolution Policy.
    - Jason Sunahara seconds the motion.
    - The motion is unanimously approved.
- Complaint Forms for Procedures 3 and 4 were reviewed and no revisions were recommended.
- Approve revisions to Traffic and Parking Management Policy
  - Paige Brock moves to approve the revised Traffic and Parking Management Policy.
    - Matt Matherly seconds the motion.
    - The motion is unanimously approved.
- Approve revisions to Facility Use Policy
  - Paige Brock moves to approve the revised Facility Use Policy.
    - Jason Sunahara seconds the motion.
    - The motion is unanimously approved.
- Approve revisions to Environmental Education Policy
  - Paige Brock moves to approve the revised Environmental Education Policy.
    - Matt Matherly seconds the motion
    - The motion is unanimously approved.
- Board Training: Review of Board Notebooks (10 minutes) – Staci Ferguson
- Board Calendar (5 minutes) – Paige Brock
  - Review/Approve proposed Board Calendar
  - Paige Brock moves to approve the Board Calendar with review of quarterly reports moved back 1 month.
    - Matt Warder seconds the motion.
    - The motion is unanimously approved.
- 2013-14 Principal Evaluation Standards (10 minutes) – Paige Brock
  - Discussion regarding revised Principal standards and evaluation forms
- Convene in executive session (a closed session) (20 minutes) – Paige Brock
  - Move to convene into executive session pursuant to C.R.S. §§ 24-6-402(4)(f)(I) to discuss personnel matters.

# BEN FRANKLIN ACADEMY

- Paige Brock moves to convene into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
  - Staci Ferguson seconds the motion
  - Yeas – Ward Cerny, Matt Matherly, Becky Mullen, Matt Warder, Jason Sunahara
- Paige Brock moves to convene out of executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) to discuss personnel matters.
  - Matt Warder seconds the motion
  - Yeas – Ward Cerny, Matt Matherly, Becky Mullen, Staci Ferguson, Jason Sunahara
- NO VOTES WERE TAKEN WHILE IN EXECUTIVE SESSION
- Summary (5 minutes)
  - Calendar:
    - Board Directors' Classroom Visits (schedules previously circulated)
    - October 8/10: Parent-Teacher Conferences
    - October 14-18: Fall Break
    - October 23: Policy Q&A (Matt Matherly and Matt Warder)
    - November 1: Contract Appendix Documents due to DCSD for Charter Renewal; Parents notified of Open Enrollment Window
    - November 4-8: 6th Grade Outdoor Education
    - November 11: Veteran's Day Celebration
    - November 12: Board of Directors Meeting
    - November 15: End of First Trimester
    - November 19: Doughnuts with Dad
    - November 25-29: Thanksgiving Break
- Newsletter
- Review Action Items
- Review Votes - Staci Ferguson
- Review Future Board Agenda Items
  - Review of Audit Report
  - Plan in Case of Leadership/Administration Change
  - Charter Contract Renewal
  - Review of Scheduling Policy
  - Review of Enrollment Policy
- Adjourn
  - Paige Brock moves to adjourn
    - Staci Ferguson seconds the motion

- **The motion is unanimously approved.**

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.

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Date Modified: 11/7/2013  
Approved by the Board: 11/12/2013