



BOARD OF DIRECTORS
MEETING MINUTES
TUESDAY, JANUARY 14, 2014

5:30 P.M.
Ben Franklin Academy Library
Call-In Number (Listen Only): 1-626-677-3000
Participant Code: 5787788

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

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

Other Notables: Bob Barber, Principal; Brenda Sepan, Business Manager; Diana Simpson, Academic Director; Jason Cochrane, Academic Director; Julia Porterfield, MCO Chair ; Shelly Dana, PTO President

- Opening (5 minutes) – Jason Sunahara
 - Welcome/Announcements
 - Mission/Vision
 - Pledge of Allegiance
 - Amend/Approve Agenda
 - Paige Brock moves to amend the agenda to reflect that we will not be approving the uniform policy; it is tabled until next month.
 - Staci Ferguson seconds the motion
 - The motion is unanimously approved.
 - 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 December 10, 2013 Board Meeting
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- Jason Sunahara moves to approve the consent agenda.
 - 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.
 - Open Comments submitted through the online form before noon on Tuesday, January 14, 2014, will be read at the meeting.
 - No open comments were received.
- Parent Teacher Organization (PTO) Report (written report submitted)
- Committee Reports (40 minutes)
 - Finance (written report to be submitted)
 - Fundraising Committee (written report submitted)
 - Grant (written report submitted)
 - Marketing Community Outreach (MCO) (written report submitted) (15 minutes) – Becky Mullen/Julia Porterfield
 - Follow Up Discussion from Board Retreat Regarding Re-Structuring of MCO
 - Review MCO revised Bylaws
 - Tried to mirror the Board bylaws because they are a committee of the Board.
 - Approve MCO revised Bylaws
 - Tabled until next month so edits can be made.
 - Discussion Regarding MCO Chair Appointment Process and Deadlines
 - Candidates need to come to the Board meeting so we can ask questions.
 - Try to mirror nominations like the Boards (nomination form, attend Board meeting)
 - School Accountability Committee (SAC) (written report submitted) (10 minutes) – Amy Taylor
 - Review Parent Satisfaction Survey
 - Approve Parent Satisfaction Survey
 - Paige Brock move to approve the SAC survey as presented in the December Board meeting with the inclusion of the definition of “homework”.
 - Matt Matherly seconds the motion
 - The motion is unanimously approved.
 - Science, Technology, Engineering and Mathematics (STEM) (written report submitted)

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- Technology (written report submitted)
- Uniform (15 minutes) (written report to be submitted) – Staci Ferguson
 - Review proposed changes to Uniform Policy
- Principal’s Report (45 minutes) – Bob Barber
- Treasurer’s Report (10 minutes) – Jason Sunahara
 - Review December 2013 Financials
 - This was the month that the District tried up our PPR. The net result is a decrease of \$1,230/month in our Mill Levy contributions and \$14,175/month in PPR dollars. This had already been taken into account in the revised Budget. The Finance committee has reviewed and recommends approval of the December 2013 Financials.
 - The Finance Committee has reviewed and recommends approval of the December 2013 Financials.
 - Approve the December 2013 Financials
 - Jason Sunahara moves to approve the December 2013 Financials.
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
 - Matt Matherly and Ward Cerny were out of the room during the vote.
 - Review proposed revisions to Financial Accounting and Reporting Policies and Procedures
 - Approve the revised Financial Accounting and Reporting Policies and Procedures
 - Paige Brock moves to approve the revised Financial Accounting and Reporting Policies and Procedures.
 - Ward Cerny seconds the motion
 - The motion is unanimously approved.
- Quarterly Review of Strategic Plan (10 minutes) – Matt Matherly
- Board Meeting Schedule and Agenda (5 minutes) – Staci Ferguson
 - Approve the holding of Ben Franklin Academy Board of Director’s regular meetings on the second Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held and 2) there will be no regular meeting of the Board in July.
 - Staci Ferguson makes a motion to approve the holding of Ben Franklin Academy Board of Director’s regular meetings on the second Tuesday of the month at 5:30 p.m. at BFA with the following exceptions: 1) there will be a Board retreat/working meeting scheduled in June and no regular June Board meeting will be held and 2) there will be no regular meeting of the Board in July.
 - Becky Mullen seconds the motion

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- The motion is unanimously approved.
- Approve posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website (www.bfacademy.org) 24 hours prior to a meeting.
 - Staci Ferguson moves to approve posting of Ben Franklin Academy Board of Director's Meeting Agendas on the BFA website (www.bfacademy.org) 24 hours prior to a meeting.
 - Paige Brock seconds the motion
 - The motion is unanimously approved.
- 2013-2014 Principal Compensation/Mileage Reimbursement (5 minutes) – Paige Brock
 - Ratify Board approval of mileage reimbursement for Principal at federal business mileage rate.
 - Paige Brock moves to Ratify Board approval of mileage reimbursement for Principal at federal business mileage rate
 - Matt Warder seconds the motion
 - The motion is unanimously approved.
- 2013-14 Principal Evaluation (10 minutes) – Matt Warder
 - Discussion regarding formula/basis for determining Principal bonus/raise
 - Two options were presented for weighing the Quality Standards
 - Approve formula/basis for determining Principal bonus/raise
 - Tabled until February
 - Discussion regarding Principal Evaluation
- Legislative Update (5 minutes) – Matt Warder
 - Review Final Agency Decision in *In the Matter of the Complaint Filed by Julie Keim Regarding Alleged Campaign and Political Finance Violations by the Douglas County School District*
- Board Training (10 minutes) – Staci Ferguson (Board Election Process/Eligibility)
- Convene in executive session (a closed session) (45 minutes) – Paige Brock
 - Move to convene into executive session pursuant to C.R.S. §24-6-402(4)(f)(I) to discuss personnel matters.
 - 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 – Matt Matherly, Becky Mullen, Ward Cerny, Matt Warder, and 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 Matherly seconds the motion
 - Yeas – Staci Ferguson, Matt Warder, Becky Mullen, Ward Cerny, Jason Sunahara

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→ No votes were taken while in executive session.

- Summary (5 minutes) – Paige Brock
 - Calendar:
 - January 15: First Grade Musical/Spelling Bee
 - January 16: Ben Franklin’s Birthday Celebration
 - January 17 and 20: No School
 - January 21-24: Middle School Science Fair
 - January 25: Pancake Breakfast with Ben Franklin
 - February 1: Father/Daughter Dance
 - February 5: Second Grade Musical
 - February 11 and 13: Parent/Teacher Conferences
 - February 11: Board Meeting
 - February 14 and 17: No School
 - February 20-21: Charter School Conference
- Newsletter
- Review Action Items
- Review Votes – Staci Ferguson
- Review Future Board Agenda Items
 - Plan in Case of Leadership/Administration Change
 - Charter Contract Renewal
 - Charter School Conference
 - BFA Board of Directors’ Election
 - Approve Auditor
 - Review Inventory Management Policy
 - Review Teacher Compensation Policy
 - Review revised Grading Policy
 - Review revised Conflict Resolution Policy
- Adjourn
- Paige Brock moves to adjourn
 - Matt Warder 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.

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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.

Date Modified: 01/14/2014
Approved by the Board: 2/11/2014